User's Manual

for the

Iluminar Learning Management System

Version 2.1

Iluminar Press

1040 NE Hostmark Street • Suite 100

Poulsbo, WA 98370-7337

Phone (800) 755-1440 ext 5 • support@iluminartechnologies.com

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THROUGHOUT THIS BOOK, TRADEMARKED NAMES ARE USED. RATHER THAN PUT A TRADEMARK SYMBOL AFTER EVERY OCCURRENCE OF A TRADEMARKED NAME, WE USE NAMES IN AN EDITORIAL FASHION ONLY, AND TO THE BENEFIT OF THE TRADEMARK OWNER, WITH NO INTENTION OF INFRINGEMENT OF THE TRADEMARK.

Demo and Evaluation

If you're installing the software purely for evaluation and demonstration purposes, we suggest using a DEMO configuration as this is the fastest and simplest way to get up and running.

Please see **Chapter 3 – Start Installing Here** and **Chapter 4 - DEMO Express - Installation** for instructions and details.

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Chapter 1 - Introduction

1

Welcome to the Iluminar Learning Management System (ILMS) developed by Iluminar Technologies, Inc. Interactive computer based training courses authored using the Iluminar MakeIT application are delivered using this software platform.

This system is designed to facilitate the delivery and tracking of course materials, student accounts and student progress and test results. This document will help you maximize the benefits gained by your organization's use of this very powerful and dynamic collection of applications and databases and your installation will proceed smoothly.

You can find the version number of your ILMS software by selecting the menu items 'Help' – 'About'.

Figure 1. About Box

System Components

The Iluminar Learning Management System (ILMS) consists of the following components:

1. **AdministrateIT** - This component is used to administer courses and student accounts. You use this application to install courses, create course instances, create and manage student accounts, track student progress and generate system reports.
2. **LearnIT** - This application presents course assignments to students through a course browser and delivers course content when a student chooses to take a specific course. Course progress and test results are gathered and submitted to the Iluminar Administration Server to be recorded in the appropriate databases.
3. **Iluminar Administration Server** – This server component serves as the connection point for all student machines running the LearnIT application and provides course and student information that controls the display of data to students through the LearnIT user interface. It also acts as the receiver for course progress and training results collected by LearnIT as students complete their assigned courses.
4. **Iluminar Administration Database** – This database contains all of the information needed to organize and present courses in the ILMS.
5. **Iluminar Student Database** – The student tracking database is used to record all of the student progress information and results for all tests presented to students during any course.
6. **Iluminar License Manager** – The license manager tracks and manages licensing for all Iluminar Technologies software including StageIT, LearnIT, AdministrateIT and MakeIT.

Getting Started with ILMS

The view from 10,000 feet

To give you the highest possible overview and to help reference where you can find out more, here are the basic steps for ILMS installation, configuration and usage:

1. Decide what system configuration to use - (see page 5)
2. Install the software - (see page 13)
3. Login to AdministrateIT – (see page 73)
4. Install software license - (see page 95)
5. Set Course Instance Defaults – (see page 103)
6. Install course(s) - (see page 113)
7. Create course instance(s) - (see page 119)
8. Create student account(s) - (see page 149)
9. Login to LearnIT - (see page 173)
10. Take a course - (see page 181)
11. Disconnected student process - (see page 195)

The chapters in this document are laid out in this order.

Chapter 2 - Configuration & Installation

2

There are several possible system configurations described in this section. Determine which configuration works best for you. The installation procedure for each configuration has its own chapter. Procedures common to all installations are covered in Chapter 3.

Demo and Evaluation

If you're installing the software purely for evaluation and demonstration purposes, we suggest using a DEMO / Standalone configuration as it's the fastest and simplest way to get up and running.

DEMO / Standalone Configuration

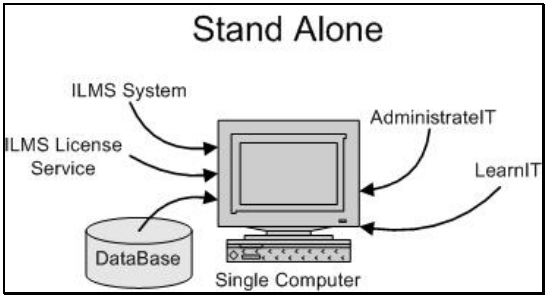


Figure 2. Stand-alone configuration

In a demo/standalone configuration, all the components are installed on one computer. Even if your computer is on a network, you may choose this simplest one-computer configuration. Do not use this configuration if students will be taking courses on more than one computer, unless you plan on using the Disconnected Configuration described later in this chapter.

Even though this is a Demo or Standalone installation, the computer can be connected to a network.

Networked Configuration

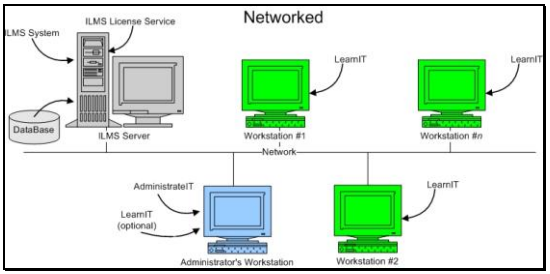


Figure 3. Networked Configuration

The networked configuration uses a server to house the ILMS Service and database. In a larger networked situation, the Administrator may choose to administer the courses, students and licenses from their own workstation, rather than from a separate server located elsewhere. The administrative application, AdministrateIT, can reside on the server or on one or more workstations. Students can take courses from other workstations, as in a classroom or at their own desks. This is possible when all the computers are connected on the same network.

To install in a multiple-workstation environment, choose the computer that will serve as the host of the ILMS Service and databases and install on that computer first. This computer will be referred to as the ILMS server machine. It does not need to be a high-end server because ILMS doesn't place a heavy load on the machine running the service. It should, however, be a machine that is left running continuously so that its facilities are always available to workstations running AdministrateIT and LearnIT.

After the ILMS Service is installed, it is best to install and configure the AdministrateIT application on the machine you have chosen as the administrative computer. Once you have completed the installation of AdministrateIT, you can install and test LearnIT on any other computers that you want to use for delivery of training. All of the licenses for LearnIT and AdministrateIT are floating licenses, so these applications can be installed on as many computers as you like (See Chapter 12).

You can install all of the ILMS components onto the same computer or you can install each component onto its own computer. **You should not install the ILMS Administration Service on more than one computer**.

Important Limitation Regarding Networked Connectivity

In a Networked installation, the student delivery application receives the course content (essentially high quality streaming video) from the ILMS server over the network. That network is generally considered to be a typical LAN that might be set up in a classroom situation or throughout a building.

High quality video does not stream well through the use of remote desktop connectivity such as MSTSC, Citrix Metaframe or VNC. If you have any questions about your Network installation, please call Iluminar Technical support for assistance: 1-800-755-1440 ext. 5.

Disconnected Student Configuration

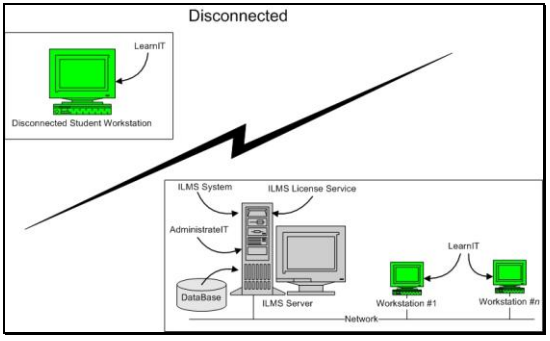


Figure 4. Disconnected Configuration

The disconnected student configuration is designed to accommodate training computers that are not connected to your network, often because of their physical location. The disconnected configuration can include one or more workstations which will only have the LearnIT (student delivery component) installed.

ILMS Installation Overview

This section will help you determine which type of installation is right for you and walk you through the installation process.

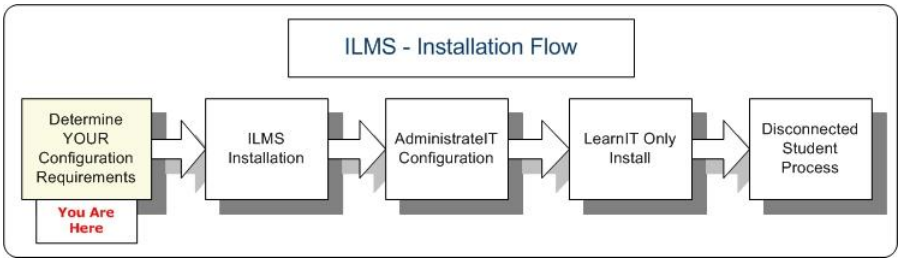


Figure 5. Installation Map

Prerequisites

- Microsoft .NET Framework 3.0
- Microsoft .NET Framework 4.0 Client (for AdministrateIT only)
- Microsoft Windows Installer 3.1
- Windows Media Player 9 or higher
- Microsoft SQL Server Express database engine (or SQL Server)
- Adobe Flash Player

If any of these are not present, the ILMS installer will prompt you to install them from the ILMS setup disc. **You must be logged on to the computer with administrative rights or the installation will not work.**

Firewalls and Anti-virus Software

It is strongly recommended that you disable or stop any firewall or anti-virus products prior to beginning your installation. Installing any of the ILMS components with anti-virus software actively scanning system changes, or while using a software firewall, can cause a failure of the installation process or seriously degrade the performance of your computer. Products that fall into this category include Windows Internet Security Firewall shipped as a part of Windows Vista, XP, Norton Anti-Virus, Norton Security Suite, and McAfee's Anti-Virus and Security Suite products.

Additionally, you will need to be aware of the Microsoft User Account Control settings if you are installing on Windows Vista or Windows 7 and be ready to deal with the security issues involved when installing software on these systems.

If you must use any of these products after you have completed your installation, they will need to be configured to permit proper operation of the ILMS Software. Information for configuring these products for use with ILMS can be found:

- in knowledge base articles found on the ILMS web site support page: http://www.iluminartechnologies.com/kb
- or by calling Iluminar Technical support for assistance: 1-800-755-1440 ext. 5

Standard Installation Choices

There are several options for installing the ILMS Software. The installation method depends on your configuration and the amount of control you want over the installation settings.

Options Include:

- **DEMO Express**

  The DEMO - Express installation is the quickest and easiest installation option. This works well for basic users installing a demo of the system. (Chapter 4 – see page 19)

- **DEMO Advanced**

  The DEMO - Advanced installation is provided for organizations and users who want to exercise more control over the installation and configuration properties of the system. You will have the option of changing settings for database configuration, file share settings, software installation destination and other settings. (Chapter 5 – see page 27)

- **Full Install Express**

  The Full Install Express installation is the quickest and easiest option for installing in an operational setting. (Chapter 6 – see page 39)

- **Full Install Advanced**

  Use the Full Install Advanced installation configuration for installations when you want to have more control over the installation, parameters and properties. (Chapter 7 – see page 47)

- **LearnIT Only**

  The LearnIT Only installation is specifically for student computers. Use the LearnIT Only installation on any computer where students will be taking courses. You can install LearnIT on as many computers as you like. There are no limitations. (Chapter 8 – see page 59)

Optional Installation Choices

- **LearnIT Network**

  The LearnIT Network installation is like the LearnIT Only installation and is specifically for student computers. The difference is that LearnIT Network allows you to install LearnIT directly over a network instead of using the ILMS Installation CD (Chapter 9 – see page 65).

- **Disconnected Student**

  One of the powerful features of the Iluminar Learning Management System is that an administrator can manage courses and licenses for students that are unable to connect to the ILMS server. Often these users are geographically separated, hence the need for disconnected.

  To learn more about the Disconnected Student process please see Chapter 21, page 195.

  Also, you can go to the help files in AdministrateIT and check out the section – "Setting up courses to run in Disconnected Mode".

What now?

- To install DEMO Express, please refer to Chapter 4 (see page 19) now.
- To install DEMO Advanced, please refer to Chapter 5 (see page 27) now.
- To install Full Install Express, please refer to Chapter 6 (see page 39) now.
- To install Full Install Advanced, please refer to Chapter 7 (see page 47) now.
- To install LearnIT Only, please refer to Chapter 8 (see page 59) now.
- To install LearnIT Network, please refer to Chapter 9 (see page 65) now.
- To learn more about the Disconnected Student process, please refer to Chapter 21 (see page 195) now.

Chapter 3 – Start Installation Here

3

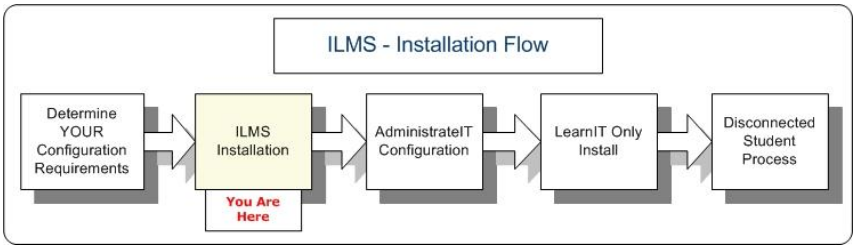


Figure 6. Installation Map

Overview

All of the installation methods described in this document share a common set of tasks. These tasks need to be completed before continuing with the specific tasks related to the installation method you have chosen. Please complete the eight steps in this section, then move to the specific section for your chosen installation model and continue the steps to complete the installation.

Please refer to Chapter 2, Configuration and Installation to make sure that your machine is capable of running all of the prerequisite components listed there.

ILMS Installation Steps – Common to All

1. Before installing the ILMS System:
   a) **Ensure that you are logged on to the computer with administrative privileges or the installation will not work**.
   b) Close all programs and disable anti-virus tools and firewall applications. You may have to remove certain types of anti-virus and security software if you cannot configure the software to permit proper installation and operation of the ILMS system.

c) Insert the ILMS install disc into your CD/DVD drive. The installer should start in a few seconds and you will see one of two windows appear. You will either see a window for the “Prerequisites installer” shown in Figure 8 or you will see the ILMS installer shown in Figure 17.

If the installer does not start automatically, click on the ‘My Computer’ icon on your desktop, browse to the CD/DVD drive and click the "setup.exe" file on your ILMS Setup disc.

You may need to restart this application by “right-clicking” on the “setup.exe” and choosing “Run as Administrator for both Vista and Windows 7 Systems.

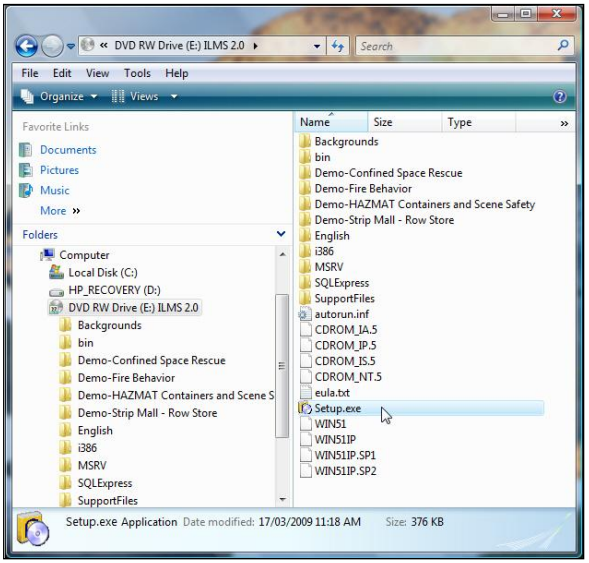


Figure 7. Locating setup.exe Program

2. There are some pre-requisite components that your computer will need in order to install and run the ILMS software. The first thing the installer will do is detect if you have the correct versions of the Microsoft .NET Framework, Windows Media player and Windows Installer installed. If all three components **are** installed and functioning properly you will not see the following window. Instead you will start at Step 8 below.

   If one or more of these components are not present the following window will be presented. You can check ‘Reinstall all components’ to force a fresh install of all the components even if they are already installed.

   Click

to continue.

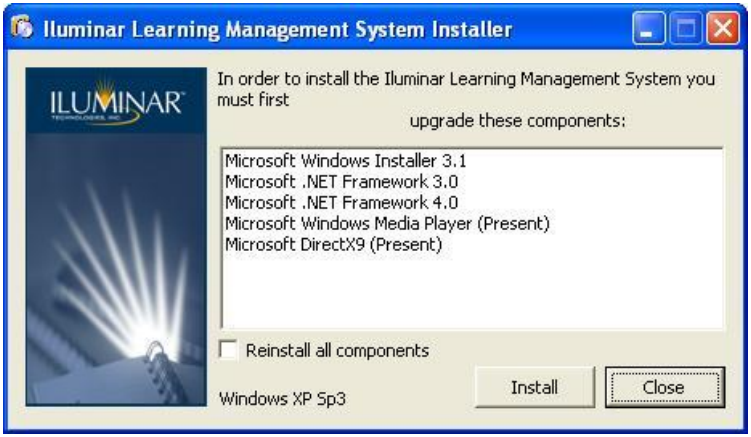


Figure 8. Installing Prerequisites

3. Click Next to install Microsoft Windows Installer 3.1.

Figure 9. Installing Windows Installer

4. Once installed you will need to reboot the computer. Click Yes to reboot the computer and automatically continue with the installation of the pre-requisite components.

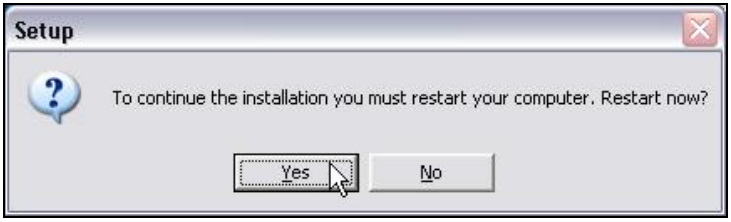


Figure 10. Restart Computer

5. After rebooting the installation continues. Click Install to continue.

Figure 11. Continuing Installation

6. Click Next to install Microsoft .NET Framework 3.0.

Figure 12. Installing .NET

You should see the following progress dialog:

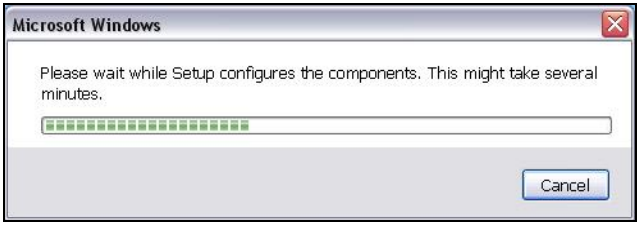


Figure 13. .NET Installation Progress

7. Once the Microsoft .NET Framework installation is complete, click

and the installer will proceed. When these components have finished installing you can continue with the ILMS installation wizard.

Figure 14. Prerequisite Installation Complete

8. After restarting, the installer will automatically install the Microsoft .NET Framework 4.0 client components, if necessary.
9. You will see this splash screen before the ILMS installer opens.

Figure 15. Installation Splash Screen

You have now completed the COMMON installation steps. Please move to the chapter describing the specific installation method you have chosen for your system and continue through the rest of the steps there to complete your installation of the ILMS.

Chapter 4 - DEMO – Express Install

4

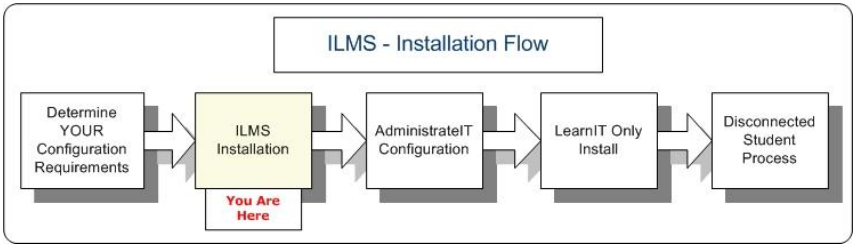


Figure 16. Installation Map

You must have completed steps 1 - 8 in "Chapter 3 – Start Your Installation Here"

Overview

The **DEMO - Express** installation is the quickest and easiest configuration and is ideal for those who just wish to try a demo of the system.

With DEMO - Express, you install the ILMS System, AdministrateIT and LearnIT all on one computer. Even though this is considered a standalone installation, the computer can be connected to a network.

Please refer to Chapter 2, Configuration and Installation to make sure that your machine is capable of running all of the prerequisite components listed there.

Installation Steps – Continued

9. Select the

button to continue.

Iluminar Technologies, Inc Installation System
Installing ILMS Delivery
ILUMINAR
Welcome to the Iluminar Learning Management System installer
Select the type of installation that works best for your environment. Your choice will determine which feature and option selections you will need to make to complete the installation.
Please choose one of the following:
Full System
LearnIT Only
Demo
Anti-Virus Warning!
Before continuing with this installation we recommend that you disable all anti-virus protection. Depending on the anti-virus software you are using, you may also need to reboot your computer, since some anti-virus applications will continue to run even after they are disabled. If you do not disable anti-virus protection the installation may not succeed.
Setup Status
Cancel

Figure 17. Choose Installation Screen

10. Select the

button to continue.

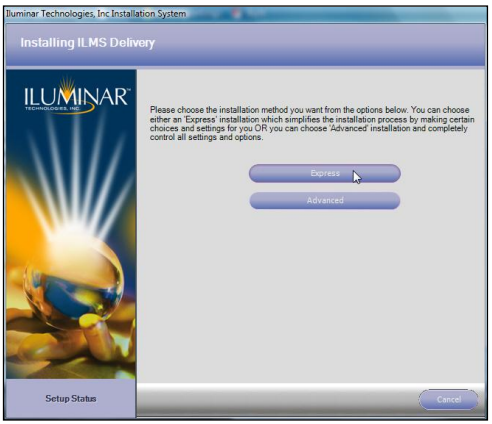

Iluminar Technologies, Inc Installation System
Installing ILMS Delivery
ILUMINAR
Please choose the installation method you want from the options below. You can choose either an 'Express' installation which simplifies the installation process by making certain choices and settings for you OR you can choose 'Advanced' installation and completely control all settings and options.
Express
Advanced
Setup Status
Cancel

Figure 18. Choose Express

11. Read the EULA (End User License Agreement) carefully before proceeding. Select the radio button "I accept the terms of the license agreement". Now click to continue.

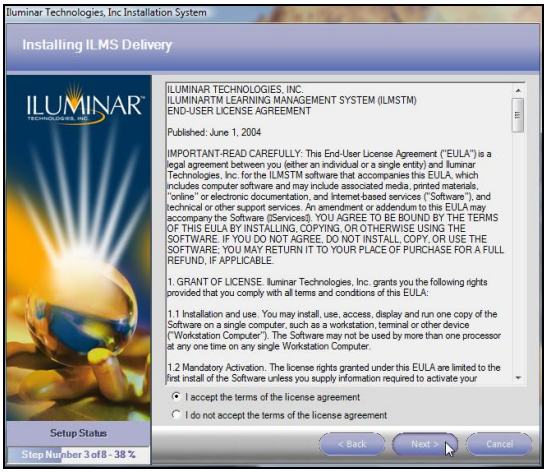

Iluminar Technologies, Inc Installation System
Installing ILMS Delivery
ILUMINAR
ILUMINAR TECHNOLOGIES, INC.
ILUMINARTM LEARNING MANAGEMENT SYSTEM (ILMSTM)
END-USER LICENSE AGREEMENT
Published: June 1, 2004
IMPORTANT-READ CAREFULLY: This End-User License Agreement ("EULA") is a legal agreement between you (either an individual or a single entity) and Iluminar Technologies, Inc. for the ILMSTM software that accompanies this EULA, which includes computer software and may include associated media, printed materials, "online" or electronic documentation, and Internet-based services ("Software"), and technical or other support services. An amendment or addendum to this EULA may accompany the Software (Services). YOU AGREE TO BE BOUND BY THE TERMS OF THIS EULA BY INSTALLING, COPYING, OR OTHERWISE USING THE SOFTWARE. IF YOU DO NOT AGREE, DO NOT INSTALL, COPY, OR USE THE SOFTWARE; YOU MAY RETURN IT TO YOUR PLACE OF PURCHASE FOR A FULL REFUND, IF APPLICABLE.
1. GRANT OF LICENSE. Iluminar Technologies, Inc. grants you the following rights provided that you comply with all terms and conditions of this EULA:
1.1 Installation and use. You may install, use, access, display and run one copy of the Software on a single computer, such as a workstation, terminal or other device ("Workstation Computer"). The Software may not be used by more than one processor at any one time on any single Workstation Computer.
1.2 Mandatory Activation. The license rights granted under this EULA are limited to the first install of the Software unless you supply information required to activate your
I accept the terms of the license agreement
I do not accept the terms of the license agreement
Setup Status
Step Number 3 of 8 - 38 %
< Back
Next >
Cancel

Figure 19. End-User License Agreement

12. Fill in the information fields accordingly. The **bolded fields** are required before you can continue the installation. Click to continue.

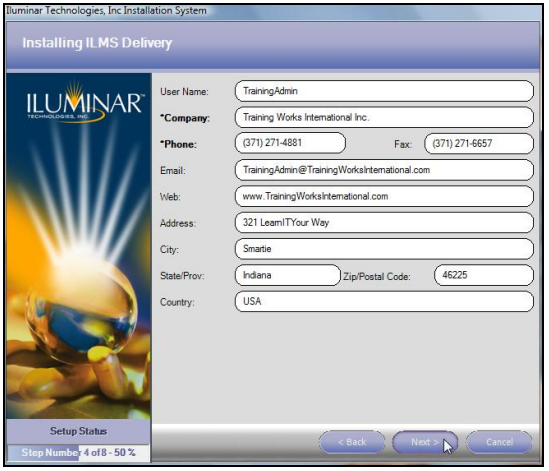


Figure 20. Company Information

13. You will want to enter a 'Master Password' that the install program will use during the creation of the Administrator's account. When you're ready click

to continue.

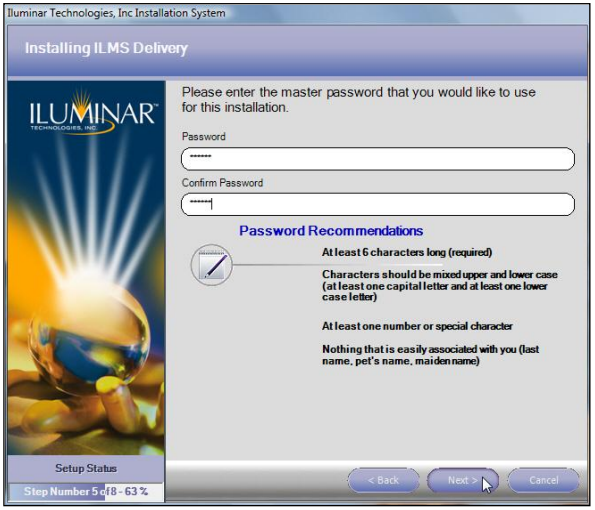

Iluminar Technologies, Inc Installation System
Installing ILMS Delivery
ILUMINAR
Please enter the master password that you would like to use for this installation.
Password
Confirm Password
Password Recommendations
At least 6 characters long (required)
Characters should be mixed upper and lower case (at least one capital letter and at least one lower case letter)
At least one number or special character
Nothing that is easily associated with you (last name, pet's name, maiden name)
Setup Status
Step Number 5 of 8 - 63 %
< Back
Next >
Cancel

Figure 21. Master Password Entry

Password Strength

SQL Server requires strong passwords. You can create any password you like as long as it conforms to the following requirements:

- 6 or more characters
- Contains at least one uppercase character
- Contains at least one lower case character
- Contains at least one numeric character

*****Be sure to remember this password. You will need it later to get into AdministrateIT**.

14. The ILMS Setup is now ready to install the various components. Click

to continue.

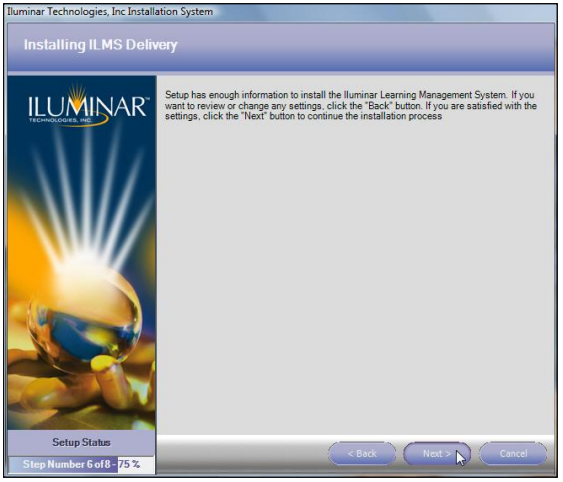

Iluminar Technologies, Inc Installation System
Installing ILMS Delivery
ILUMINAR
Setup has enough information to install the Iluminar Learning Management System. If you want to review or change any settings, click the "Back" button. If you are satisfied with the settings, click the "Next" button to continue the installation process
Setup Status
Step Number 6 of 8 - 75 %
< Back
Next >
Cancel

Figure 22. Everything is Ready

15. You'll now see the ILMS software being installed.

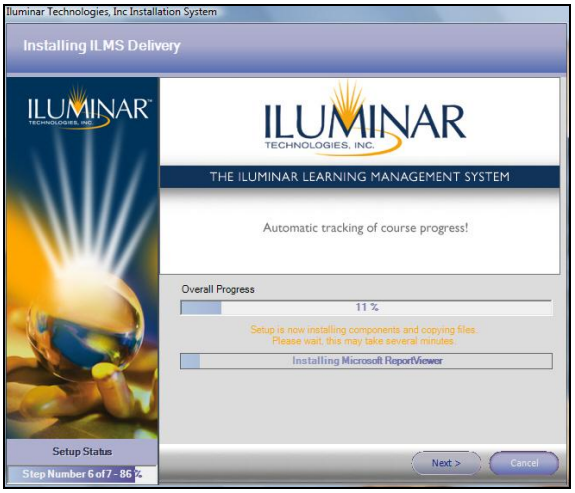


Figure 23. ILMS Software Installation Progress

16. You'll see the Microsoft SQL Server 2005 database engine software being installed.

Note: This step can take a long time to complete. Allow it to finish.

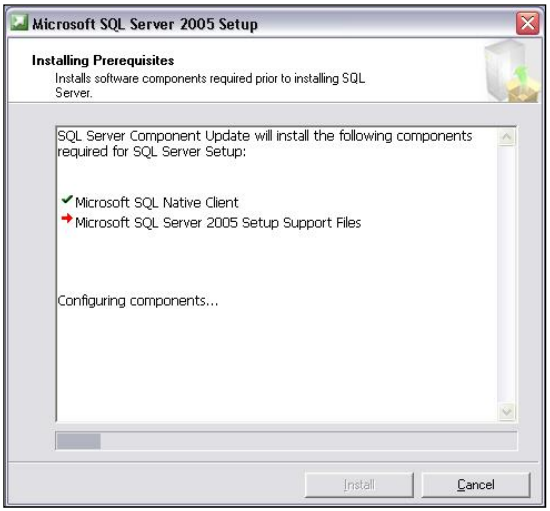

Microsoft SQL Server 2005 Setup
Installing Prerequisites
Installs software components required prior to installing SQL Server.
SQL Server Component Update will install the following components required for SQL Server Setup:
Microsoft SQL Native Client
Microsoft SQL Server 2005 Setup Support Files
Configuring components...
Install
Cancel

Figure 24. SQL Express Prerequisites

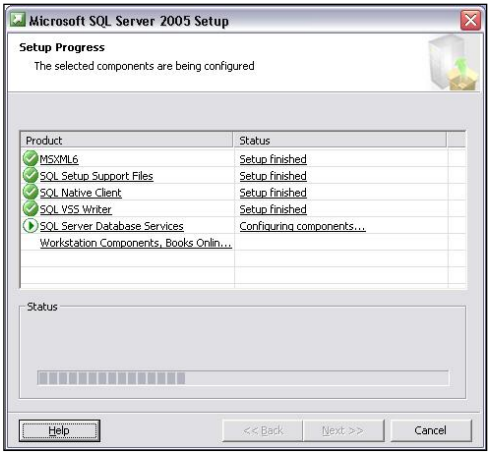


Figure 25. SQL Express Installation Progress

17. When the ILMS installation is completed you'll be presented with this confirmation screen. Click

to complete the installation of the ILMS system software.

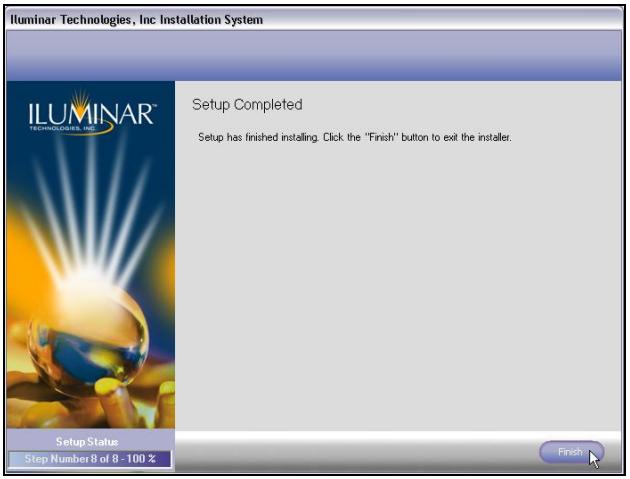

Illuminar Technologies, Inc Installation System
ILUMINAR
Setup Completed
Setup has finished installing. Click the "Finish" button to exit the installer.
Setup Status
Step Number 8 of 8 - 100 %
Finish

Figure 26. ILMS Installation Completed

18. The Express installation provides this final information window to tell you that an administrator account has been created for you. You'll need this username and password to enter AdministrateIT.

***** Be sure to remember this username and password and add it to your configuration information form in Appendix A.**

AdministrateIT administrator account
During installation an administrator account for ILMS was created. It is important that the following ILMS Administration Service information be retained in your records. These are needed to connect and log onto the ILMS Administration Service.
Server: TRAININGADMINPC
Port: 7000
Username: admin
Password: xxxxx
The username and password are both case sensitive, so enter them exactly as shown above.
OK

Figure 27. User Installation Values

Installation Completed

Congratulations! You have now completed the installation of your system.

Your next step will be to see the chapters on:

- Creating your student accounts
- Installing courses
- Creating course instances
- Basic use of the AdministrateIT application

Chapter 5 - DEMO – Advanced Install

5

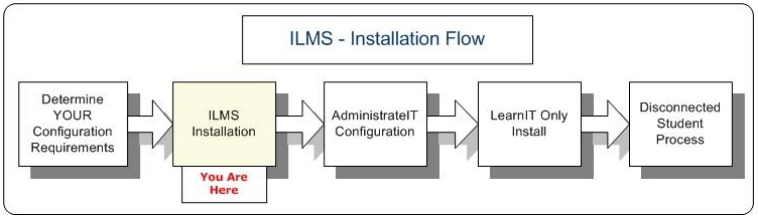


Figure 28. Installation Map

You must have completed steps 1 - 8 in "Chapter 3 – Start Your Installation Here"

Overview

The **DEMO - Advanced** installation is provided for organizations and users who want to exercise a little extra control over the installation and configuration properties of the system. It is still ideal for those who just wish to try a demo of the system. You should use this option if you are installing on a single computer but you want to have control over some of the settings for database configuration, file share settings, the software installation destination folder and other available settings.

With DEMO - Advanced, you typically install the ILMS Service, databases, AdministrateIT and LearnIT, all on one computer. Even though this is considered a standalone installation, the computer can be connected to a network.

Please refer to Chapter 2, Configuration and Installation to make sure that your machine is capable of running all of the prerequisite components listed there.

Installation Steps - Continued

9. Select the Demo button to continue.

Iluminar Technologies, Inc Installation System
Installing ILMS Delivery
ILUMINAR
Welcome to the Iluminar Learning Management System installer
Select the type of installation that works best for your environment. Your choice will determine which feature and option selections you will need to make to complete the installation.
Please choose one of the following:
Full System
LearnIT Only
Demo
Anti-Virus Warning!
Before continuing with this installation we recommend that you disable all anti-virus protection. Depending on the anti-virus software you are using, you may also need to reboot your computer, since some anti-virus applications will continue to run even after they are disabled. If you do not disable anti-virus protection the installation may not succeed.
Setup Status
Cancel

Figure 29. Choose Installation Screen

10. Select the Advanced button to continue.

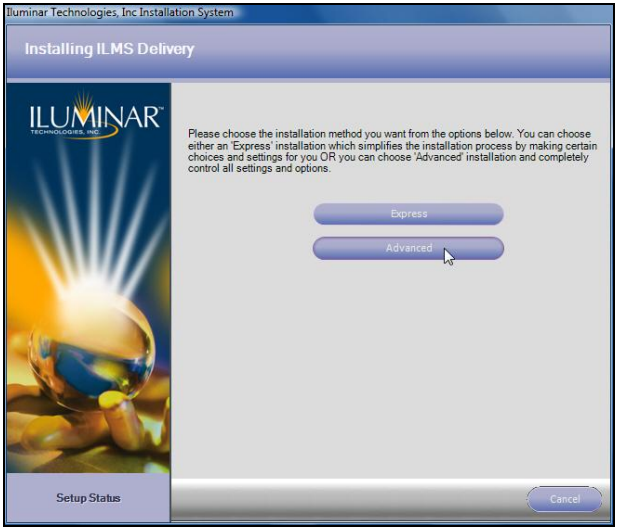

Iluminar Technologies, Inc Installation System
Installing ILMS Delivery
ILUMINAR
Please choose the installation method you want from the options below. You can choose either an 'Express' installation which simplifies the installation process by making certain choices and settings for you OR you can choose 'Advanced' installation and completely control all settings and options.
Express
Advanced
Setup Status
Cancel

Figure 30. Choose Advanced

11. Read the EULA (End User License Agreement) carefully before proceeding. Select the radio button "I accept the terms of the license agreement" and click

to continue.

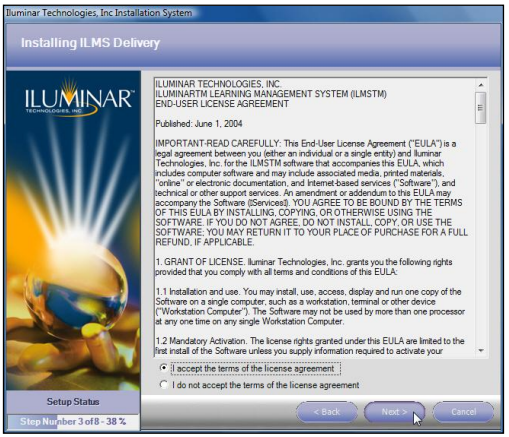
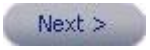

Iluminar Technologies, Inc Installation System
Installing ILMS Delivery
ILUMINAR
ILUMINAR TECHNOLOGIES, INC.
ILUMINARTM LEARNING MANAGEMENT SYSTEM (ILMSTM)
END-USER LICENSE AGREEMENT
Published: June 1, 2004
IMPORTANT-READ CAREFULLY: This End-User License Agreement ("EULA") is a legal agreement between you (either an individual or a single entity) and Iluminar Technologies, Inc. for the ILMSTM software that accompanies this EULA, which includes computer software and may include associated media, printed materials, "online" or electronic documentation, and Internet-based services ("Software"), and technical or other support services. An amendment or addendum to this EULA may accompany the Software (iServices). YOU AGREE TO BE BOUND BY THE TERMS OF THIS EULA BY INSTALLING, COPYING, OR OTHERWISE USING THE SOFTWARE. IF YOU DO NOT AGREE, DO NOT INSTALL, COPY, OR USE THE SOFTWARE; YOU MAY RETURN IT TO YOUR PLACE OF PURCHASE FOR A FULL REFUND, IF APPLICABLE.
1. GRANT OF LICENSE. Iluminar Technologies, Inc. grants you the following rights provided that you comply with all terms and conditions of this EULA:
1.1 Installation and use. You may install, use, access, display and run one copy of the Software on a single computer, such as a workstation, terminal or other device ("Workstation Computer"). The Software may not be used by more than one processor at any one time on any single Workstation Computer.
1.2 Mandatory Activation. The license rights granted under this EULA are limited to the first install of the Software unless you supply information required to activate your
I accept the terms of the license agreement
I do not accept the terms of the license agreement
Setup Status
Step Number 3 of 8 - 38 %
< Back
Next >
Cancel

Figure 31. End-User License Agreement

12. Choose the components that you wish to install on this computer and click 

to continue.

Please take a moment to understand the Network Configuration options and <u>where</u> these components should be installed on <u>your</u> network. See page 6.

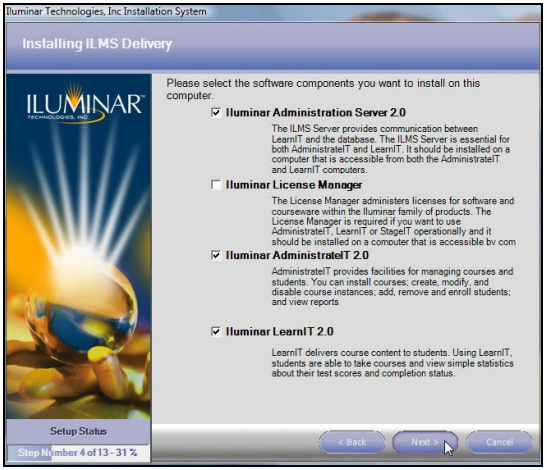

Iluminar Technologies, Inc Installation System
Installing ILMS Delivery
ILUMINAR
Please select the software components you want to install on this computer.
Iluminar Administration Server 2.0
The ILMS Server provides communication between LearnIT and the database. The ILMS Server is essential for both AdministrateIT and LearnIT. It should be installed on a computer that is accessible from both the AdministrateIT and LearnIT computers.
Iluminar License Manager
The License Manager administers licenses for software and courseware within the Iluminar family of products. The License Manager is required if you want to use AdministrateIT, LearnIT or StageIT operationally and it should be installed on a computer that is accessible by com
Iluminar AdministrateIT 2.0
AdministrateIT provides facilities for managing courses and students. You can install courses; create, modify, and disable course instances; add, remove and enroll students; and view reports
Iluminar LearnIT 2.0
LearnIT delivers course content to students. Using LearnIT, students are able to take courses and view simple statistics about their test scores and completion status.
Setup Status
Step Number 4 of 13 - 31 %
< Back
Next >
Cancel

Figure 32. Components to Install

13. Fill in the information fields accordingly. The **bolded fields** are required before you can continue the installation. Click

to continue.

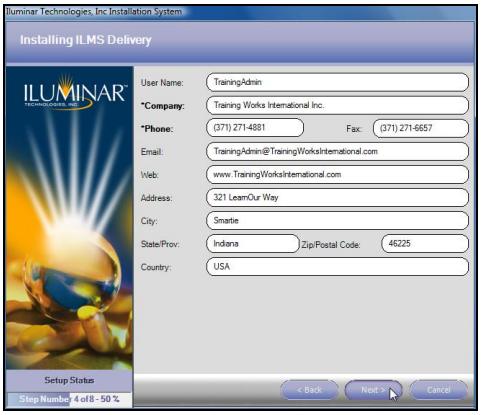


Figure 33. Company Information

14. This screen determines the location of the ILMS files on your hard drive. The default location is recommended, however, if your situation dictates otherwise, you can click the

button to select an alternate location for the files. If you are unsure, simply accept the default location and click

to continue.

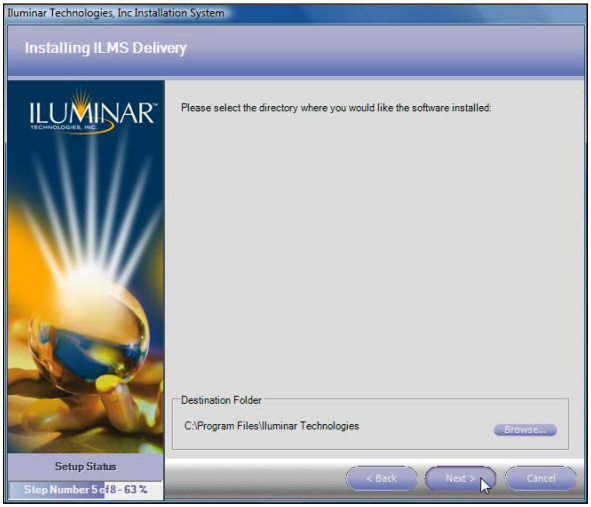


Figure 34. Location for ILMS Files

15. ILMS requires that SQL Server service (SQL engine) be installed and running on the computer. If you don't have SQL Server running, or don't want to use an existing SQL Server for this application, don't worry, we can install Microsoft SQL Server Express for you at this time. This is all you'll need to run the ILMS applications.

Select Option A or B.

Option A. If you wish to install Microsoft SQL Server Express now:

- Leave the default database instance name as "ILMS"
- Leave the check in the box marked, "Install Microsoft SQL Server Express".
- Enter a password in the first password field. Passwords should be as strong as possible and conform to the instructions shown.
- Enter the same password in the confirmation password field.
- Write down this Microsoft SQL Server Express Built-in SQL Password in **'Appendix A – Your Configuration Information'** in the SQL for Microsoft SQL Server Express Information area.

Password Strength

SQL Server requires strong passwords. You can create any password you like as long as it conforms to the following requirements:

- 6 or more characters
- Contains at least one uppercase character
- Contains at least one lower case character
- Contains at least one numeric character

- Click to continue.

Iluminar Technologies, Inc Installation System
ILUMINAR
ILMS requires a SQL server for its data. If you do not have a SQL server installed on your network, Microsoft SQL Server Express will be installed. This will allow you to run ILMS without purchasing the full SQL Server product. If you would like to do this, please enter the required information below.
Local SQL Server Instance Name:
ILMS
Install Microsoft SQL Server Express
Please enter a password for the built-in SQL administrator account
Please re-enter the password for verification purposes
Setup Status
Step Number 6 of 13 - 46 %
< Back
Next >
Cancel

Figure 35. Installing SQL Server Express

Option B. If you want to use your SQL server:

If you want to use another SQL Server, or if Microsoft SQL Server Express *is* already installed and running, simply uncheck the box and click to continue.

Iluminar Technologies, Inc Installation System
ILUMINAR
ILMS requires a SQL server for its data. If you do not have a SQL server installed on your network, Microsoft SQL Server Express will be installed. This will allow you to run ILMS without purchasing the full SQL Server product. If you would like to do this, please enter the required information below.
Local SQL Server Instance Name:
ILMS
Install Microsoft SQL Server Express
Please enter a password for the built-in SQL administrator account
Please re-enter the password for verification purposes
Setup Status
Step Number 6 of 13 - 46 %
< Back
Next >
Cancel

Figure 36. Suppressing SQL Express Install

16. The installation wizard will now help you create the administrative and student tracking databases. The database name fields are already populated so you can just leave them.

    Also leave the 'SQL Server: authentication' field selected by default.

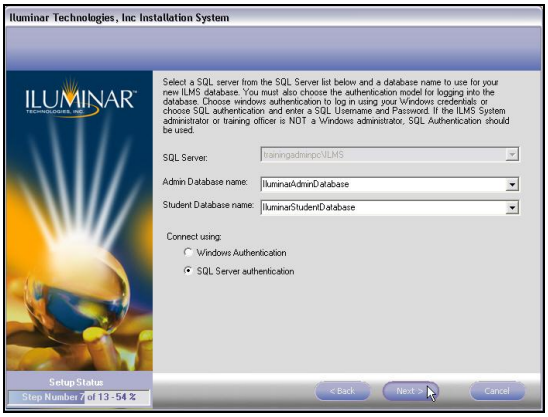

Iluminar Technologies, Inc Installation System
ILUMINAR
Select a SQL server from the SQL Server list below and a database name to use for your new ILMS database. You must also choose the authentication model for logging into the database. Choose windows authentication to log in using your Windows credentials or choose SQL authentication and enter a SQL Username and Password. If the ILMS System administrator or training officer is NOT a Windows administrator, SQL Authentication should be used.
SQL Server:
trainingadminpc\ILMS
Admin Database name:
IluminarAdminDatabase
Student Database name:
IluminarStudentDatabase
Connect using:
Windows Authentication
SQL Server authentication
Setup Status
Step Number 7 of 13 - 54 %
< Back
Next >
Cancel

Figure 37. Naming the ILMS Databases using an Existing SQL Server

- OR –

If you have SQL Server running, use the dropdown list to select the name of the SQL Server.

This database will be the default database for the course data for your system. We suggest if this is your first install of the program, to leave the default name of the database "IluminarAdminDatabase". Later when installing the courses you can create other databases for training records, if desired.

Click the radio button for “Windows Authentication” or select SQL Authentication and enter the username and password for your SQL Server, depending on your SQL server settings.

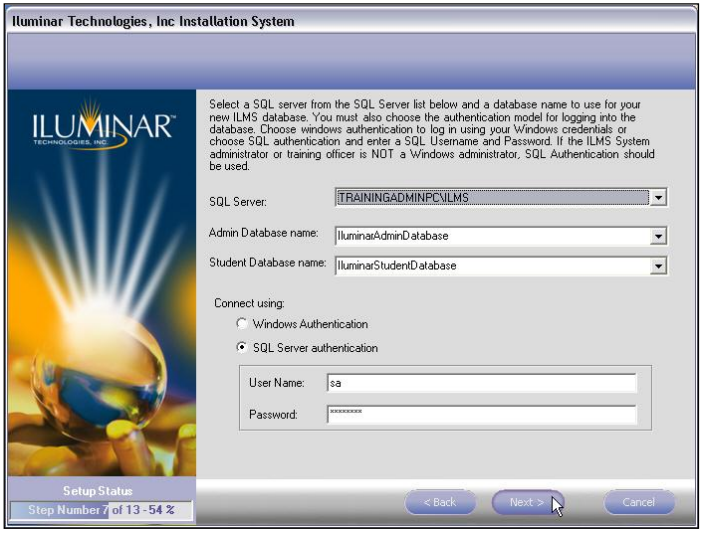

Iluminar Technologies, Inc Installation System
ILUMINAR
Select a SQL server from the SQL Server list below and a database name to use for your new ILMS database. You must also choose the authentication model for logging into the database. Choose windows authentication to log in using your Windows credentials or choose SQL authentication and enter a SQL Username and Password. If the ILMS System administrator or training officer is NOT a Windows administrator, SQL Authentication should be used.
SQL Server:
TRAININGADMINPC\ILMS
Admin Database name:
IluminarAdminDatabase
Student Database name:
IluminarStudentDatabase
Connect using:
Windows Authentication
SQL Server authentication
User Name:
sa
Password:
Setup Status
Step Number 7 of 13 - 54 %
< Back
Next >
Cancel

Figure 38. SQL Server Install Settings

17. A default share name and location are provided. You can change the name and location if you wish or simply click

to continue.

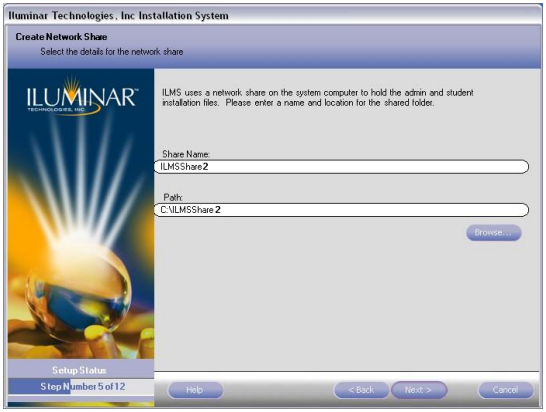

Iluminar Technologies, Inc Installation System
Create Network Share
Select the details for the network share
ILUMINAR
ILMS uses a network share on the system computer to hold the admin and student installation files. Please enter a name and location for the shared folder.
Share Name:
ILMSShare2
Path:
C:\ILMSShare2
Browse...
Setup Status
Step Number 5 of 12
Help
< Back
Next >
Cancel

Figure 39. Set ILMS Share Name

18. ILMS Install will also be creating an Administrator account that you will need in order to open AdministrateIT after the installation. You will be able to create other Administrator accounts once you're in AdministrateIT.

    You can use the default username "admin" or key in another name for this account. Please enter an administrator‘s password in both password fields.

    *****Be sure to mark down the case-sensitive username and password in ‘Appendix A – Your Configuration Information‘.**

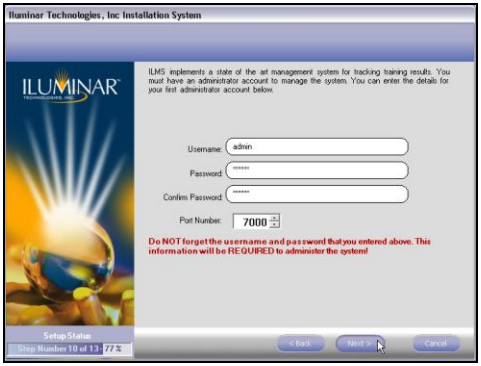

Iluminar Technologies, Inc Installation System
ILUMINAR
ILMS implements a state of the art management system for tracking training results. You must have an administrator account to manage the system. You can enter the details for your first administrator account below.
Username:
admin
Password:
Confirm Password:
Port Number:
7000
Do NOT forget the username and password that you entered above. This information will be REQUIRED to administer the system!
Setup Status
Step Number 10 of 13 - 77 %
< Back
Next >
Cancel

Figure 40. Set ILMS Administration Password

19. The ILMS Setup is now ready to install the various components.

    Click

    to continue.

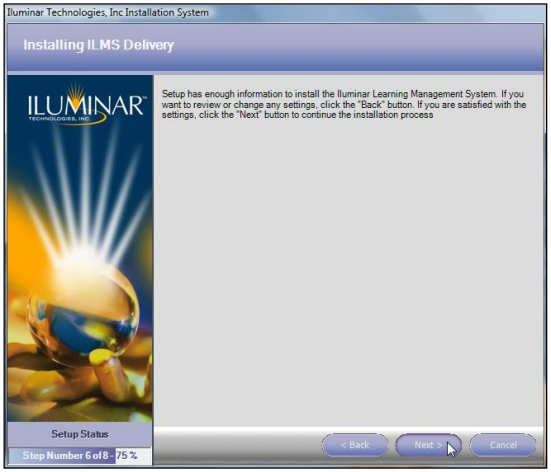

Iluminar Technologies, Inc Installation System
Installing ILMS Delivery
ILUMINAR
Setup has enough information to install the Iluminar Learning Management System. If you want to review or change any settings, click the "Back" button. If you are satisfied with the settings, click the "Next" button to continue the installation process
Setup Status
Step Number 6 of 8 - 75 %
< Back
Next >
Cancel

Figure 41. Everything is Ready

20. You'll now see the ILMS software being installed.

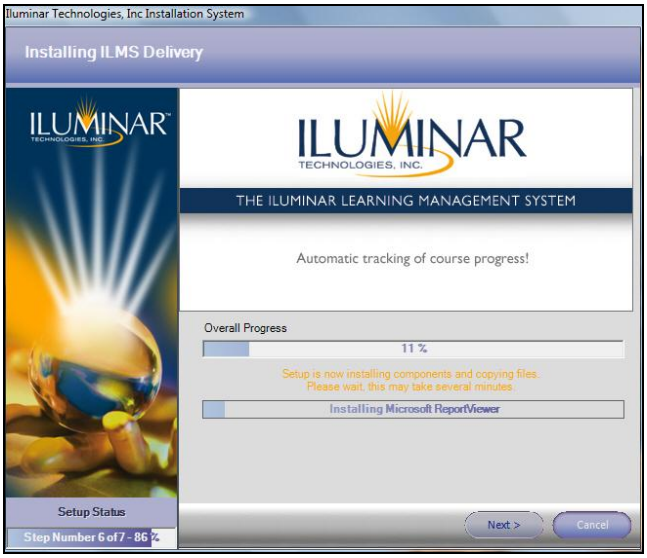


Figure 42. Software Installation Progress

21. You'll see the Microsoft SQL Server 2005 database engine software being installed.

Note: This step can take a long time to complete. Allow it to finish.

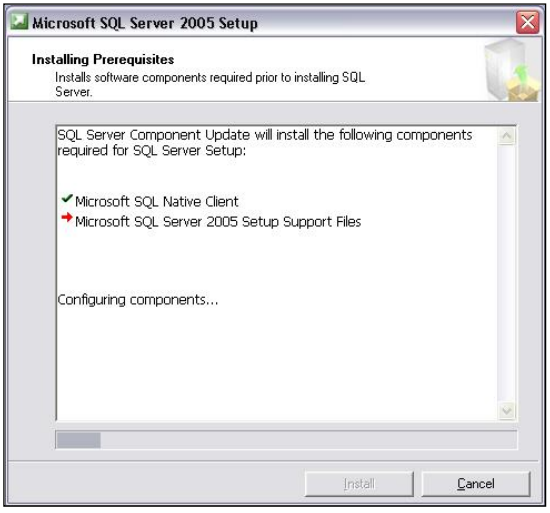

Microsoft SQL Server 2005 Setup
Installing Prerequisites
Installs software components required prior to installing SQL Server.
SQL Server Component Update will install the following components required for SQL Server Setup:
Microsoft SQL Native Client
Microsoft SQL Server 2005 Setup Support Files
Configuring components...
Install
Cancel

Figure 43. SQL Express Prerequisites

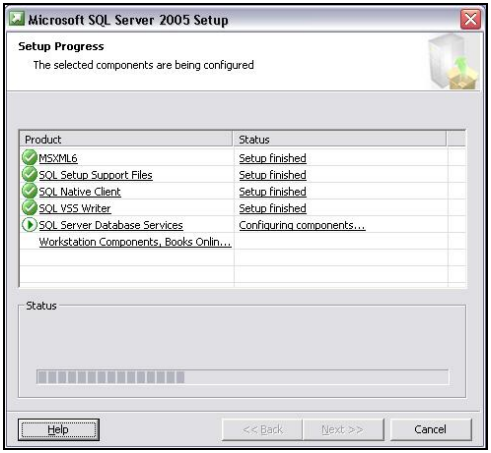


Figure 44. SQL Express Installation Progress

22. When the ILMS installation is completed you'll be presented with this confirmation screen. Click

to complete the installation of the ILMS system software.

Iluminar Technologies, Inc Installation System
ILUMINAR
Setup Completed
Setup has finished installing. Click the "Finish" button to exit the installer.
Setup Status
Step Number 8 of 8 - 100 %
Finish

Figure 45. ILMS Installation Completed

23. The Express installation provides this final informational window to tell you that an administrator account has been created for you. You'll need this username and password to enter AdministrateIT.

***** Be sure to remember this username and password and add it to your configuration information form in Appendix A.**

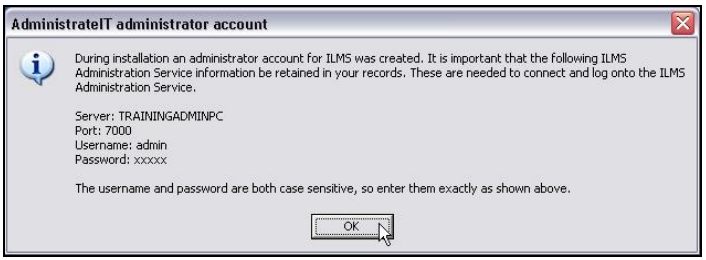

AdministrateIT administrator account
During installation an administrator account for ILMS was created. It is important that the following ILMS Administration Service information be retained in your records. These are needed to connect and log onto the ILMS Administration Service.
Server: TRAININGADMINPC
Port: 7000
Username: admin
Password: xxxxx
The username and password are both case sensitive, so enter them exactly as shown above.
OK

Figure 46. User Installation Values

Installation Completed

Congratulations! You have now completed the installation of your system.

Your next step will be to see the chapters on:

- Creating your student accounts
- Installing courses
- Creating course instances
- Basic use of the AdministrateIT application

Chapter 6 – Full System – Express Install

6

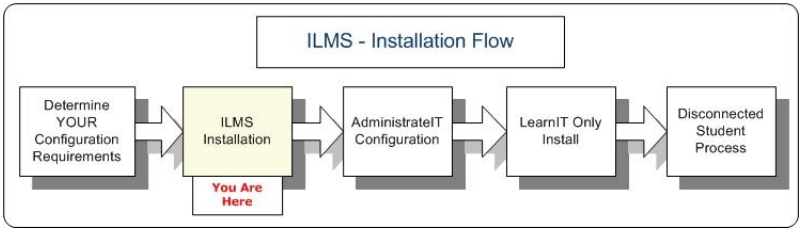


Figure 47. Installation Map

You must have completed steps 1 - 8 in "Chapter 3 – Start Your Installation Here"

Overview

The **Full System - Express** installation is the quickest and easiest configuration for installation in single or multi-workstation environments.

You can install all of the ILMS components onto a single workstation or you can install each component onto its own computer. You should note however, the ILMS Service and database must only be installed on one single machine.

To install in a multiple workstation environment, choose the machine that will serve as the host of the Iluminar Administration Server and install on that machine first. This machine will be referred to as the ILMS server machine.

It should be a machine that is left running all the time so that its facilities are always available to workstations running AdministrateIT or LearnIT.

After the Iluminar Administration Server has been installed, it is best to install and configure the AdministrateIT application on the machine you have chosen as the administrative computer for the system. Once you have completed the installation of AdministrateIT, you can install and test LearnIT on any other computers on your network that you want to use for delivery of training.

Installation Steps – Continued

9. Select the

button to continue.

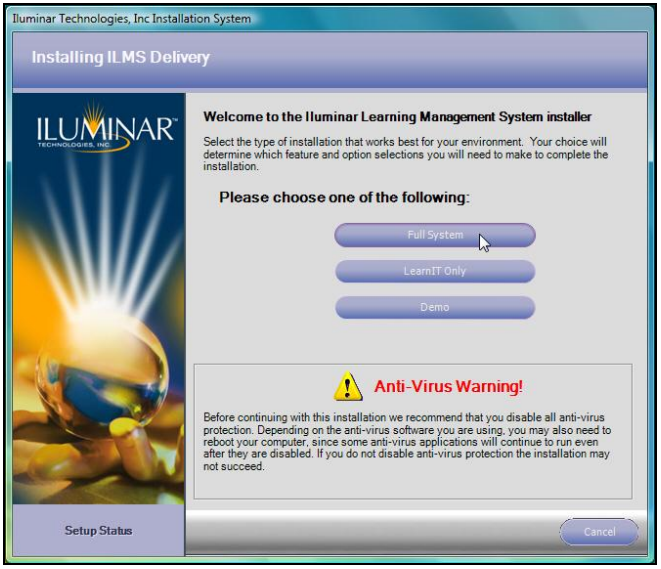

Iluminar Technologies, Inc Installation System
Installing ILMS Delivery
ILUMINAR
Welcome to the Iluminar Learning Management System installer
Select the type of installation that works best for your environment. Your choice will determine which feature and option selections you will need to make to complete the installation.
Please choose one of the following:
Full System
LearnIT Only
Demo
Anti-Virus Warning!
Before continuing with this installation we recommend that you disable all anti-virus protection. Depending on the anti-virus software you are using, you may also need to reboot your computer, since some anti-virus applications will continue to run even after they are disabled. If you do not disable anti-virus protection the installation may not succeed.
Setup Status
Cancel

Figure 48. Select Full System

10. Select the

button to continue.

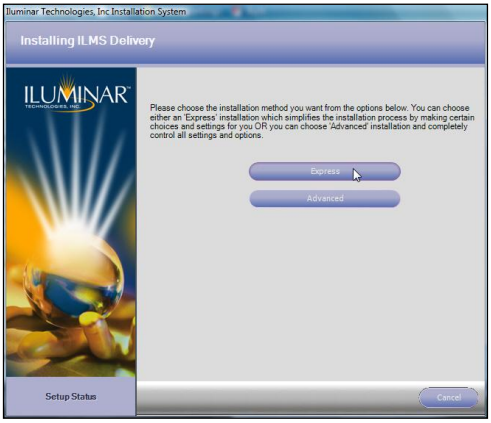

Iluminar Technologies, Inc Installation System
Installing ILMS Delivery
ILUMINAR
Please choose the installation method you want from the options below. You can choose either an 'Express' installation which simplifies the installation process by making certain choices and settings for you OR you can choose 'Advanced' installation and completely control all settings and options.
Express
Advanced
Setup Status
Cancel

Figure 49. Select Express

11. Read the EULA (End User License Agreement) carefully before proceeding. Select the radio button "I accept the terms of the license agreement". Now click

to continue.

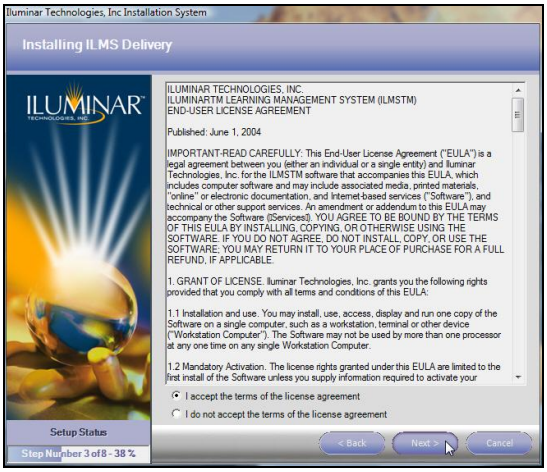

Iluminar Technologies, Inc Installation System
Installing ILMS Delivery
ILUMINAR
ILUMINAR TECHNOLOGIES, INC.
ILUMINARTM LEARNING MANAGEMENT SYSTEM (ILMSTM)
END-USER LICENSE AGREEMENT
Published: June 1, 2004
IMPORTANT-READ CAREFULLY: This End-User License Agreement ("EULA") is a legal agreement between you (either an individual or a single entity) and Iluminar Technologies, Inc. for the ILMSTM software that accompanies this EULA, which includes computer software and may include associated media, printed materials, "online" or electronic documentation, and Internet-based services ("Software"), and technical or other support services. An amendment or addendum to this EULA may accompany the Software (iServices)). YOU AGREE TO BE BOUND BY THE TERMS OF THIS EULA BY INSTALLING, COPYING, OR OTHERWISE USING THE SOFTWARE. IF YOU DO NOT AGREE, DO NOT INSTALL, COPY, OR USE THE SOFTWARE; YOU MAY RETURN IT TO YOUR PLACE OF PURCHASE FOR A FULL REFUND, IF APPLICABLE.
1. GRANT OF LICENSE. Iluminar Technologies, Inc. grants you the following rights provided that you comply with all terms and conditions of this EULA:
1.1 Installation and use. You may install, use, access, display and run one copy of the Software on a single computer, such as a workstation, terminal or other device ("Workstation Computer"). The Software may not be used by more than one processor at any one time on any single Workstation Computer.
1.2 Mandatory Activation. The license rights granted under this EULA are limited to the first install of the Software unless you supply information required to activate your
I accept the terms of the license agreement
I do not accept the terms of the license agreement
Setup Status
Step Number 3 of 8 - 38 %
< Back
Next >
Cancel

Figure 50. End-User License Agreement

12. Fill in the information fields accordingly. The **bolded fields** are required before you can continue the installation. Click to continue.

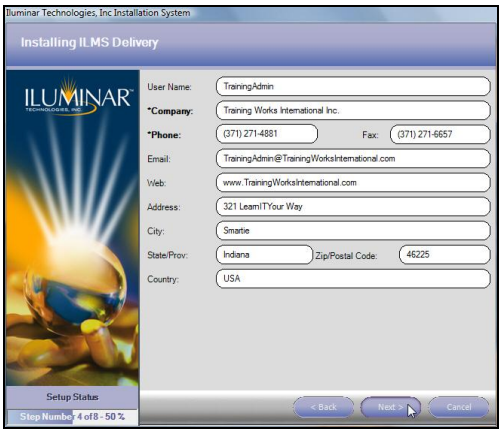


Figure 51. Company Information

13. You will want to enter a 'Master Password' that the install program will use during the creation of the Administrator's account. When you're ready click to continue.

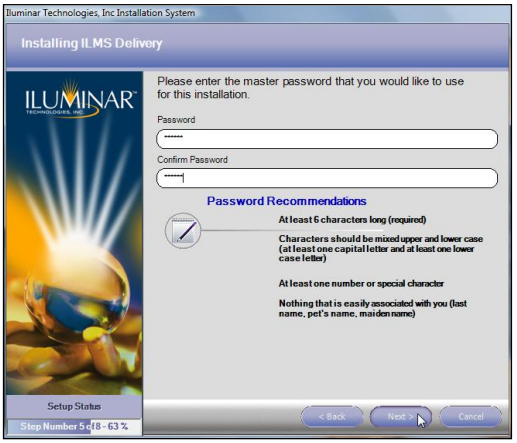

Iluminar Technologies, Inc Installation System
Installing ILMS Delivery
ILUMINAR
Please enter the master password that you would like to use for this installation.
Password
Confirm Password
Password Recommendations
At least 6 characters long (required)
Characters should be mixed upper and lower case (at least one capital letter and at least one lower case letter)
At least one number or special character
Nothing that is easily associated with you (last name, pet's name, maiden name)
Setup Status
< Back
Next >
Cancel

Figure 52. Master Password Entry

*****Be sure to remember this password. You will need it later to get into AdministrateIT**.

Password Strength

SQL Server requires strong passwords. You can create any password you like as long as it conforms to the following requirements:

- 6 or more characters
- Contains at least one uppercase character
- Contains at least one lower case character
- Contains at least one numeric character

14. The ILMS Setup is now ready to install the various components. Click

to continue.

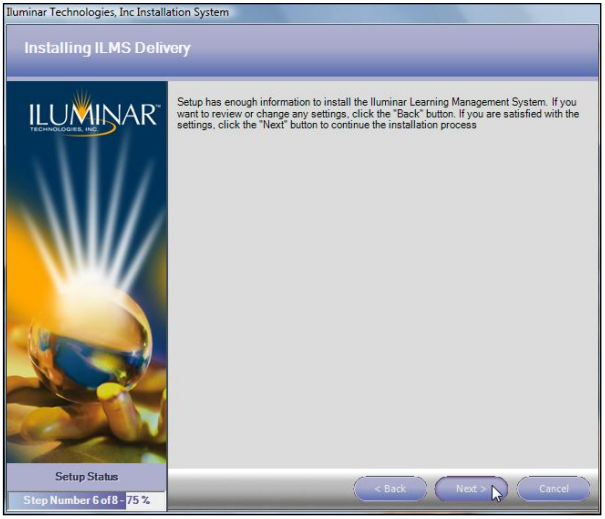

Iluminar Technologies, Inc Installation System
Installing ILMS Delivery
ILUMINAR
Setup has enough information to install the Iluminar Learning Management System. If you want to review or change any settings, click the "Back" button. If you are satisfied with the settings, click the "Next" button to continue the installation process
Setup Status
Step Number 6 of 8 - 75 %
< Back
Next >
Cancel

Figure 53. Everything is Ready

15. You'll now see the ILMS software being installed.

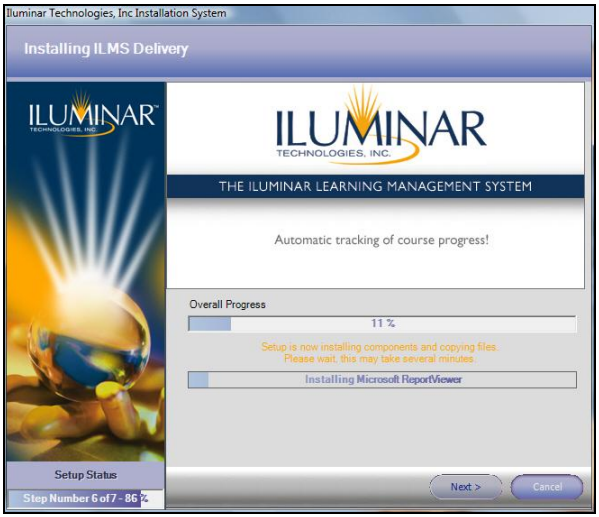


Figure 54. ILMS Software Installation Progress

16. You'll see the Microsoft SQL Server 2005 database engine software being installed.

Note: This step can take a long time to complete. Allow it to finish.

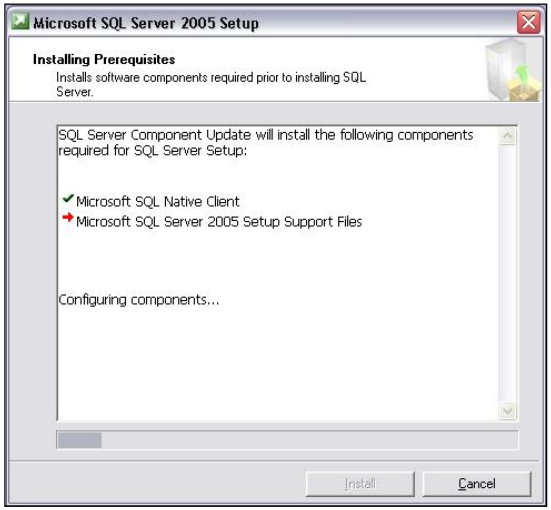

Microsoft SQL Server 2005 Setup
Installing Prerequisites
Installs software components required prior to installing SQL Server.
SQL Server Component Update will install the following components required for SQL Server Setup:
Microsoft SQL Native Client
Microsoft SQL Server 2005 Setup Support Files
Configuring components...
Install
Cancel

Figure 55. SQL Express Prerequisites

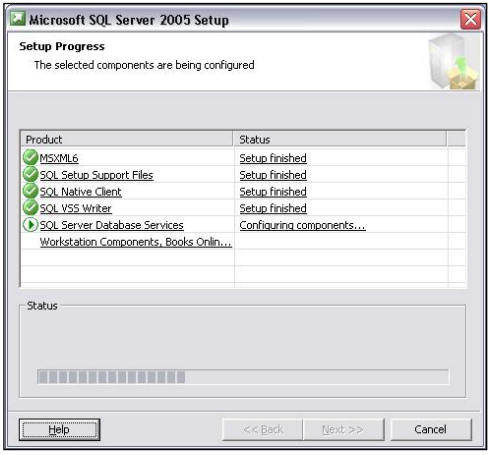


Figure 56. SQL Express Installation Progress

17. When the ILMS installation is completed you'll be presented with this confirmation screen. Click

to complete the installation of the ILMS system software.

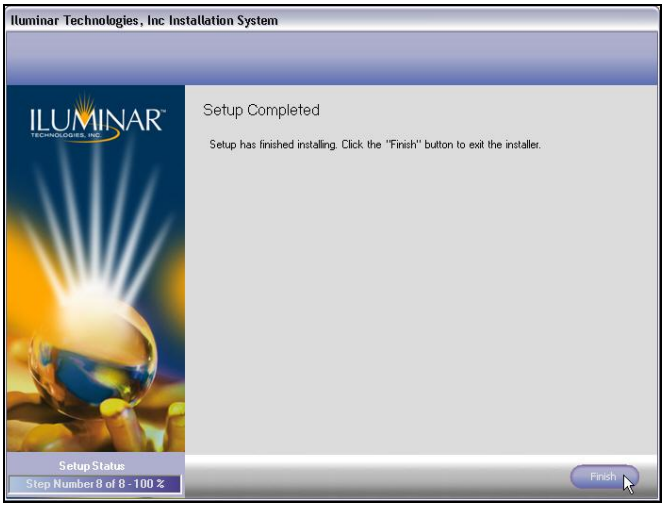

Iluminar Technologies, Inc Installation System
ILUMINAR
Setup Completed
Setup has finished installing. Click the "Finish" button to exit the installer.
Setup Status
Step Number 8 of 8 - 100 %
Finish

Figure 57. ILMS Installation Completed

18. The Express installation provides this final informational window to tell you that an administrator account has been created for you. You'll need this username and password to enter AdministrateIT.

***** Be sure to remember this username and password and add it to your configuration information form in Appendix A.**

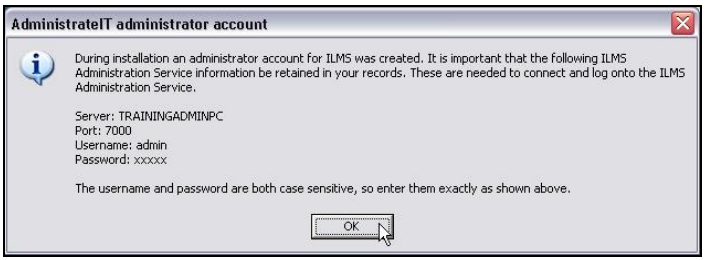

AdministrateIT administrator account
During installation an administrator account for ILMS was created. It is important that the following ILMS Administration Service information be retained in your records. These are needed to connect and log onto the ILMS Administration Service.
Server: TRAININGADMINPC
Port: 7000
Username: admin
Password: xxxxx
The username and password are both case sensitive, so enter them exactly as shown above.
OK

Figure 58. User Installation Values

Installation Completed

Congratulations! You have now completed the installation of your system.

Your next step will be to see the chapters on:

- Creating your student accounts
- Installing courses
- Creating course instances
- Basic use of the AdministrateIT application

Chapter 7 – Full System – Advanced Install

7

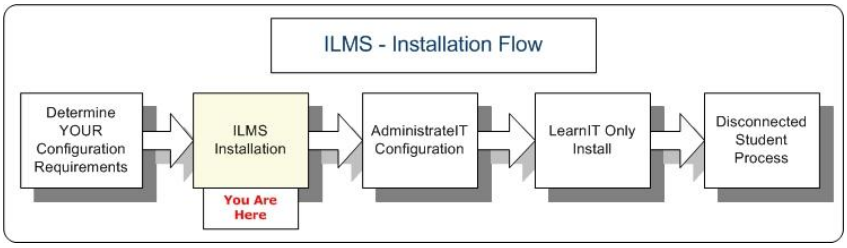


Figure 59. Installation Map

You must have completed steps 1 - 8 in "Chapter 3 – Start Your Installation Here"

Overview

Use the **Full System - Advanced** installation configuration for installations in a multi-workstation environment where you want to have some control over the installation parameters and properties.

You can install all of the ILMS components onto a single workstation or you can install each component onto its own workstation. You should note however, the Iluminar Administration Service must only be installed on one single machine.

To install in a multiple workstation environment, choose the machine that will serve as the host of the Iluminar Administration Server and install on that machine first. This machine will be referred to as the ILMS server machine. It should be a machine that is left running all the time so that its facilities are always available to workstations running AdministrateIT and LearnIT.

After the Iluminar Administration Server has been installed, it is best to install and configure the AdministrateIT application on the machine you have chosen as the administrative computer for the system. Once you have completed the

installation of AdministrateIT, you can install and test LearnIT on any other computers on your network that you want to use for delivery of training.

Please refer to Chapter 2, Configuration and Installation to make sure that your machine is capable of running all of the prerequisite components listed there.

Installation Steps - Continued

9. Select the

button to continue.

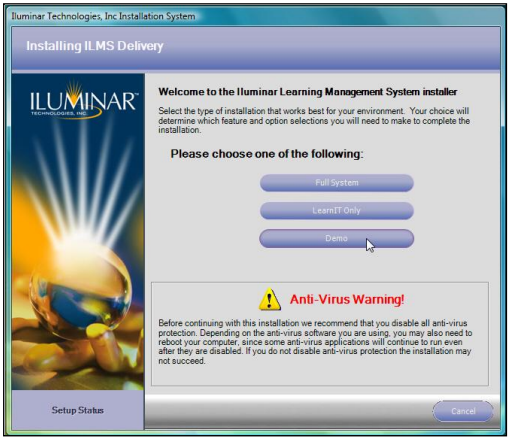

Iluminar Technologies, Inc Installation System
Installing ILMS Delivery
ILUMINAR
Welcome to the Iluminar Learning Management System installer
Select the type of installation that works best for your environment. Your choice will determine which feature and option selections you will need to make to complete the installation.
Please choose one of the following:
Full System
LearnIT Only
Demo
Anti-Virus Warning!
Before continuing with this installation we recommend that you disable all anti-virus protection. Depending on the anti-virus software you are using, you may also need to reboot your computer, since some anti-virus applications will continue to run even after they are disabled. If you do not disable anti-virus protection the installation may not succeed.
Setup Status
Cancel

Figure 60. Choose Installation Screen

10. Select the

button to continue.

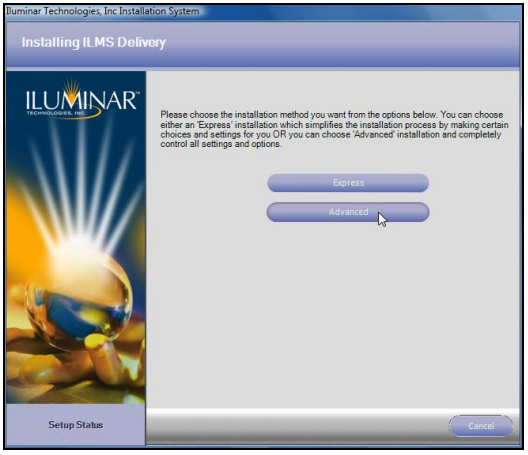
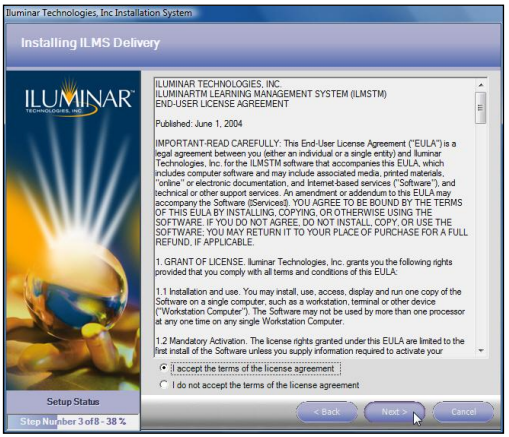

Iluminar Technologies, Inc Installation System
Installing ILMS Delivery
ILUMINAR
Please choose the installation method you want from the options below. You can choose either an 'Express' installation which simplifies the installation process by making certain choices and settings for you OR you can choose 'Advanced' installation and completely control all settings and options.
Express
Advanced
Setup Status
Cancel

Figure 61. Choose Advanced

11. Read the EULA (End User License Agreement) carefully before proceeding. Select the radio button "I accept the terms of the license agreement" and click

to continue.


Iluminar Technologies, Inc Installation System
Installing ILMS Delivery
ILUMINAR
ILUMINAR TECHNOLOGIES, INC.
ILUMINARTM LEARNING MANAGEMENT SYSTEM (ILMSTM)
END-USER LICENSE AGREEMENT
Published: June 1, 2004
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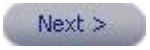
I accept the terms of the license agreement
I do not accept the terms of the license agreement
Setup Status
Step Number 3 of 8 - 38 %
< Back
Next >
Cancel

Figure 62. End-User License Agreement

12. Choose the components that you wish to install on this computer and click 

to continue.

Please take a moment to understand the Network Configuration options and <u>where</u> these components should be installed on <u>your</u> network. See page 6.

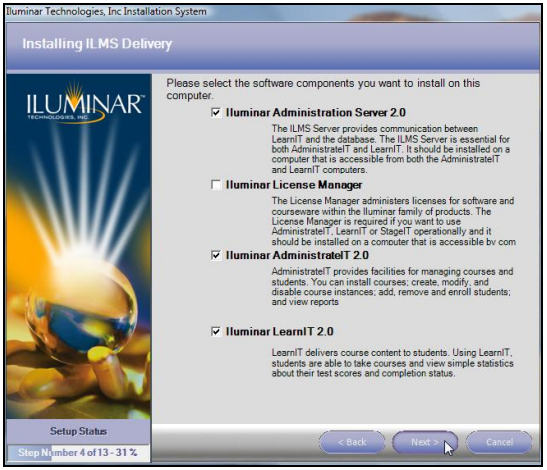

Iluminar Technologies, Inc Installation System
Installing ILMS Delivery
ILUMINAR
Please select the software components you want to install on this computer.
Iluminar Administration Server 2.0
The ILMS Server provides communication between LearnIT and the database. The ILMS Server is essential for both AdministrateIT and LearnIT. It should be installed on a computer that is accessible from both the AdministrateIT and LearnIT computers.
Iluminar License Manager
The License Manager administers licenses for software and courseware within the Iluminar family of products. The License Manager is required if you want to use AdministrateIT, LearnIT or StageIT operationally and it should be installed on a computer that is accessible by com
Iluminar AdministrateIT 2.0
AdministrateIT provides facilities for managing courses and students. You can install courses; create, modify, and disable course instances; add, remove and enroll students; and view reports
Iluminar LearnIT 2.0
LearnIT delivers course content to students. Using LearnIT, students are able to take courses and view simple statistics about their test scores and completion status.
Setup Status
Step Number 4 of 13 - 31 %
< Back
Next >
Cancel

Figure 63. Components to Install

13. Fill in the information fields accordingly. The **bolded fields** are required before you can continue the installation. Click

to continue.

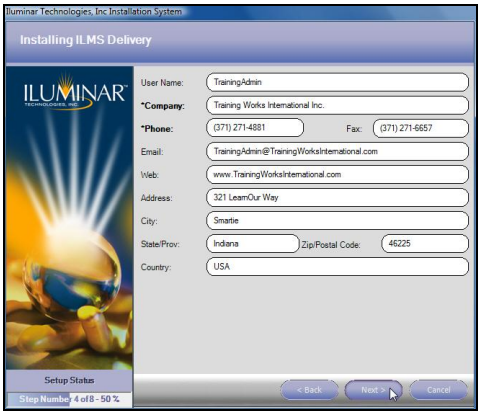


Figure 64. Company Information

14. This screen determines the location of the ILMS files on your hard drive. The default location is recommended, however, if your situation dictates otherwise, you can click the

button to select an alternate location for the files. If you are unsure, simply accept the default location and click

to continue.

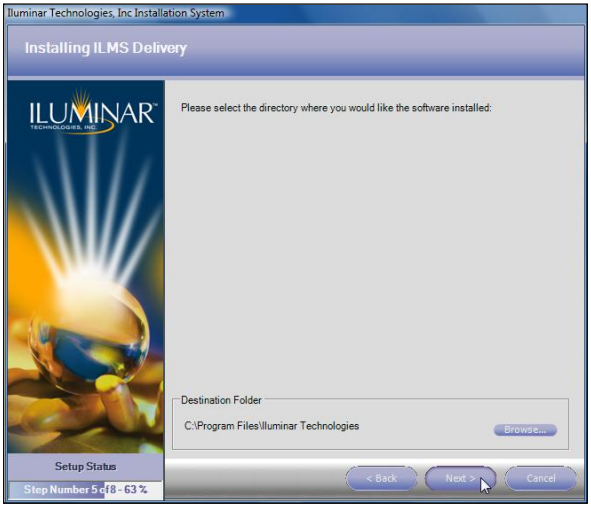


Figure 65. Location for ILMS Files

15. ILMS requires that SQL Server service (SQL engine) be installed and running on the computer. If you don't have SQL Server running, or don't want to use an existing SQL Server for this application, don't worry, we can install Microsoft SQL Server Express for you at this time. This is all you'll need to run the ILMS applications.

Select Option A or B.

Option A. If you wish to install Microsoft SQL Server Express now:

- Leave the default database instance name as "ILMS"
- Leave the check in the box marked, "Install Microsoft SQL Server Express".
- Enter a password in the first password field. Passwords should be as strong as possible and conform to the instructions shown.
- Enter the same password in the confirmation password field.
- Write down this Microsoft SQL Server Express Built-in SQL Password in **'Appendix A – Your Configuration Information'** in the SQL for Microsoft SQL Server Express Information area.

Password Strength

SQL Server requires strong passwords. You can create any password you like as long as it conforms to the following requirements:

- 6 or more characters
- Contains at least one uppercase character
- Contains at least one lower case character
- Contains at least one numeric character

- Click to continue.

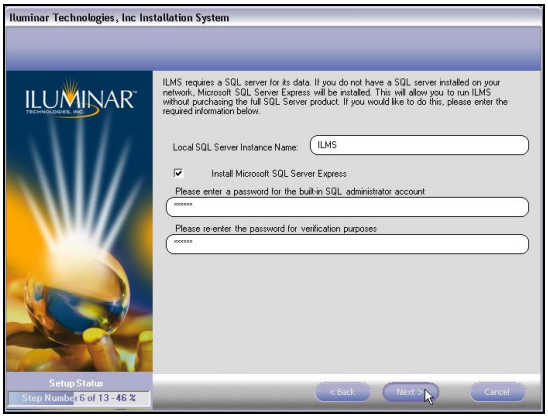

Iluminar Technologies, Inc Installation System
ILUMINAR
ILMS requires a SQL server for its data. If you do not have a SQL server installed on your network, Microsoft SQL Server Express will be installed. This will allow you to run ILMS without purchasing the full SQL Server product. If you would like to do this, please enter the required information below.
Local SQL Server Instance Name:
ILMS
Install Microsoft SQL Server Express
Please enter a password for the built-in SQL administrator account
Please re-enter the password for verification purposes
Setup Status
Step Number 6 of 13 - 46 %
< Back
Next >
Cancel

Figure 66. Installing SQL Server Express

Option B. If you want to use your SQL server:

If you want to use another SQL Server, or if Microsoft SQL Server Express *is* already installed and running, simply uncheck the box and click to continue.

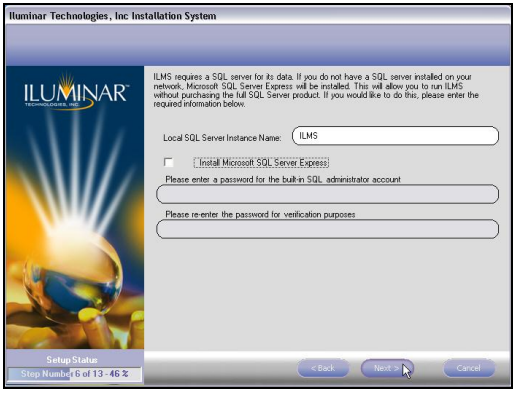

Iluminar Technologies, Inc Installation System
ILUMINAR
ILMS requires a SQL server for its data. If you do not have a SQL server installed on your network, Microsoft SQL Server Express will be installed. This will allow you to run ILMS without purchasing the full SQL Server product. If you would like to do this, please enter the required information below.
Local SQL Server Instance Name:
ILMS
Install Microsoft SQL Server Express
Please enter a password for the built-in SQL administrator account
Please re-enter the password for verification purposes
Setup Status
Step Number 6 of 13 - 46 %
< Back
Next >
Cancel

Figure 67. Suppressing SQL Express Install

16. The installation wizard will now help you create the administrative and student tracking databases. The database name fields are already populated so you can just leave them.

    Also leave the 'SQL Server: authentication' field selected by default.

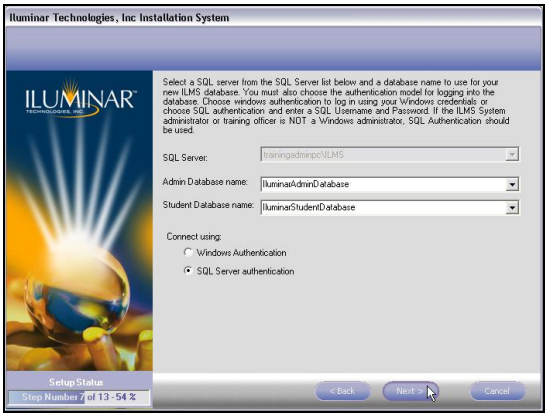

Iluminar Technologies, Inc Installation System
ILUMINAR
Select a SQL server from the SQL Server list below and a database name to use for your new ILMS database. You must also choose the authentication model for logging into the database. Choose windows authentication to log in using your Windows credentials or choose SQL authentication and enter a SQL Username and Password. If the ILMS System administrator or training officer is NOT a Windows administrator, SQL Authentication should be used.
SQL Server:
trainingadminpc\ILMS
Admin Database name:
IluminarAdminDatabase
Student Database name:
IluminarStudentDatabase
Connect using:
Windows Authentication
SQL Server authentication
Setup Status
Step Number 7 of 13 - 54 %
< Back
Next >
Cancel

Figure 68. Naming the ILMS Databases using an Existing SQL Server

- OR –

If you have SQL Server running, use the dropdown list to select the name of the SQL Server.

This database will be the default database for the course data for your system. We suggest if this is your first install of the program, to leave the default name of the database "IluminarAdminDatabase". Later when installing the courses you can create other databases for training records, if desired.

Click the radio button for “Windows Authentication” or select SQL Authentication and enter the username and password for your SQL Server, depending on your SQL server settings.

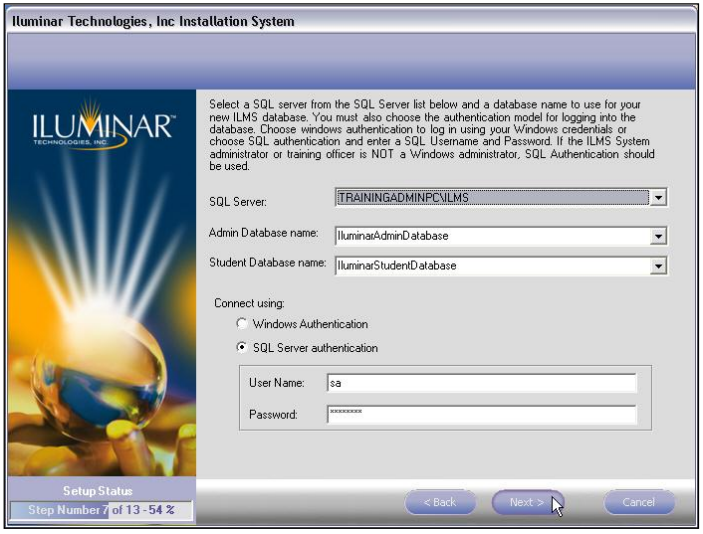

Iluminar Technologies, Inc Installation System
ILUMINAR
Select a SQL server from the SQL Server list below and a database name to use for your new ILMS database. You must also choose the authentication model for logging into the database. Choose windows authentication to log in using your Windows credentials or choose SQL authentication and enter a SQL Username and Password. If the ILMS System administrator or training officer is NOT a Windows administrator, SQL Authentication should be used.
SQL Server:
TRAININGADMINPC\ILMS
Admin Database name:
IluminarAdminDatabase
Student Database name:
IluminarStudentDatabase
Connect using:
Windows Authentication
SQL Server authentication
User Name:
sa
Password:
Setup Status
Step Number 7 of 13 - 54 %
< Back
Next >
Cancel

Figure 69. SQL Server Install Settings

17. A default share name and location are provided. You can change the name and location if you wish or simply click

to continue.

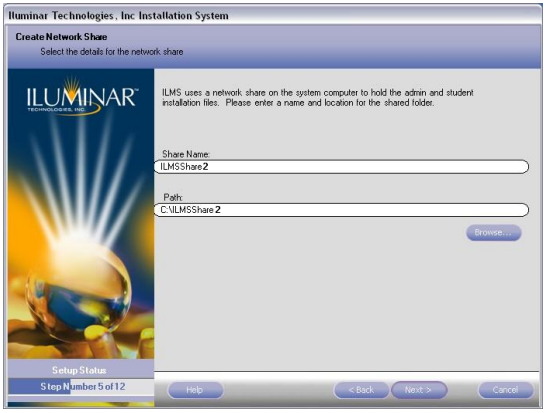

Iluminar Technologies, Inc Installation System
Create Network Share
Select the details for the network share
ILUMINAR
ILMS uses a network share on the system computer to hold the admin and student installation files. Please enter a name and location for the shared folder.
Share Name:
ILMSShare2
Path:
C:\ILMSShare2
Browse...
Setup Status
Step Number 5 of 12
Help
< Back
Next >
Cancel

Figure 70. Set ILMS Share Name

18. ILMS Install will also be creating an Administrator account that you will need in order to open AdministrateIT after the installation. You will be able to create other Administrator accounts once you're in AdministrateIT.

    You can use the default username "admin" or key in another name for this account. Please enter an administrator‘s password in both password fields.

    *****Be sure to mark down the case-sensitive username and password in ‘Appendix A – Your Configuration Information‘.**

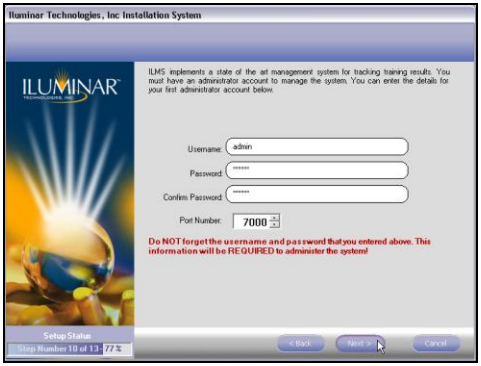

Iluminar Technologies, Inc Installation System
ILUMINAR
ILMS implements a state of the art management system for tracking training results. You must have an administrator account to manage the system. You can enter the details for your first administrator account below.
Username:
admin
Password:
Confirm Password:
Port Number:
7000
Do NOT forget the username and password that you entered above. This information will be REQUIRED to administer the system!
Setup Status
Step Number 10 of 13 - 77 %
< Back
Next >
Cancel

Figure 71. Set ILMS Administration Password

24. The ILMS Setup is now ready to install the various components.

    Click

to continue.

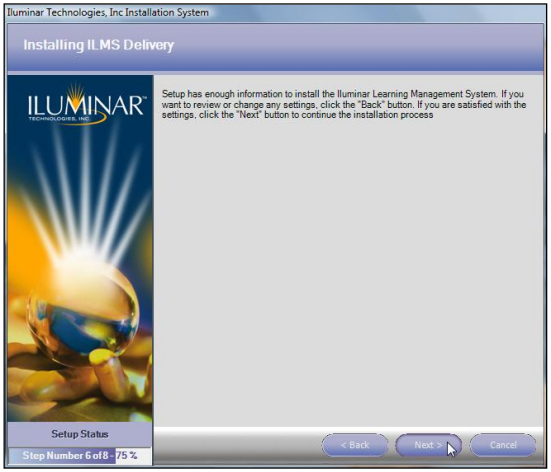

Iluminar Technologies, Inc Installation System
Installing ILMS Delivery
ILUMINAR
Setup has enough information to install the Iluminar Learning Management System. If you want to review or change any settings, click the "Back" button. If you are satisfied with the settings, click the "Next" button to continue the installation process
Setup Status
Step Number 6 of 8 - 75 %
< Back
Next >
Cancel

Figure 72. Everything is Ready

25. You'll now see the ILMS software being installed.

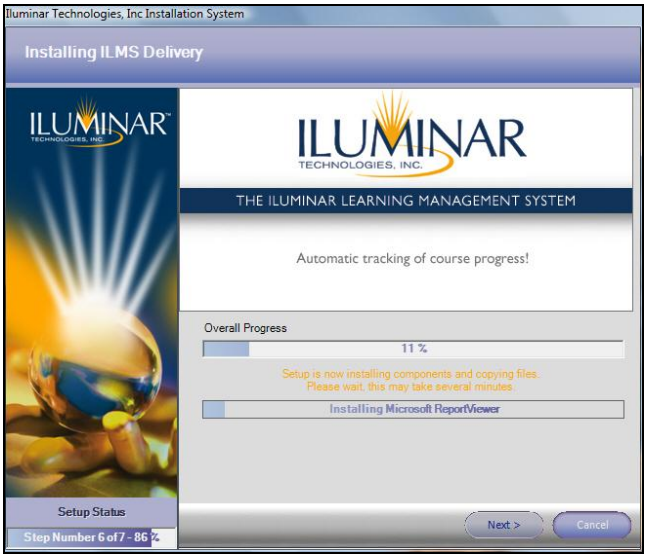


Figure 73. Software Installation Progress

26. You'll see the Microsoft SQL Server 2005 database engine software being installed.

Note: This step can take a long time to complete. Allow it to finish.

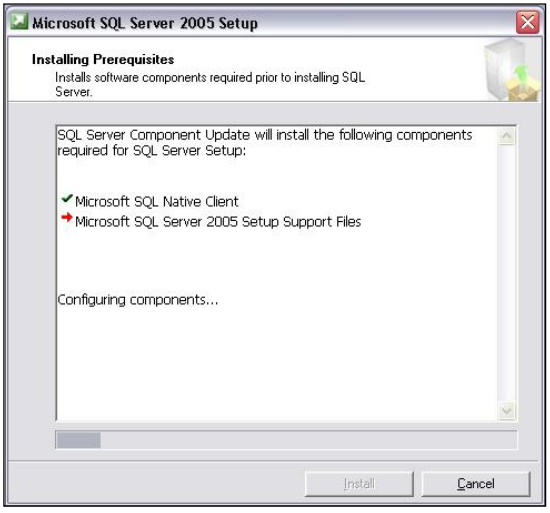

Microsoft SQL Server 2005 Setup
Installing Prerequisites
Installs software components required prior to installing SQL Server.
SQL Server Component Update will install the following components required for SQL Server Setup:
Microsoft SQL Native Client
Microsoft SQL Server 2005 Setup Support Files
Configuring components...
Install
Cancel

Figure 74. SQL Express Prerequisites

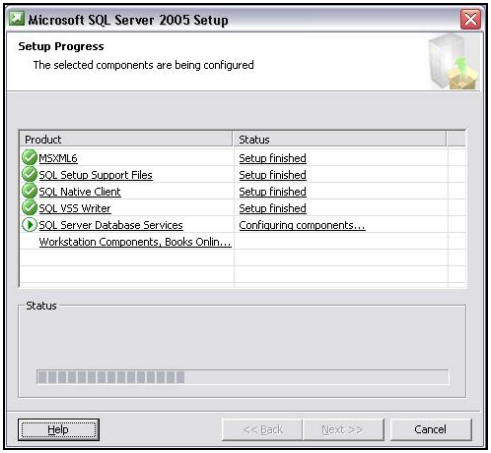


Figure 75. SQL Express Installation Progress

27. When the ILMS installation is completed you'll be presented with this confirmation screen. Click

to complete the installation of the ILMS system software.

Iluminar Technologies, Inc Installation System
ILUMINAR
Setup Completed
Setup has finished installing. Click the "Finish" button to exit the installer.
Setup Status
Step Number 8 of 8 - 100 %
Finish

Figure 76. ILMS Installation Completed

28. The Express installation provides this final informational window to tell you that an administrator account has been created for you. You'll need this username and password to enter AdministrateIT.

***** Be sure to remember this username and password and add it to your configuration information form in Appendix A.**

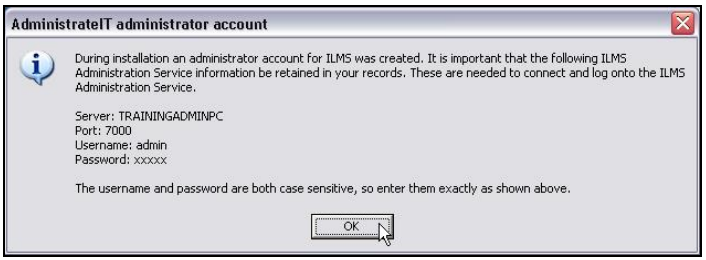

AdministrateIT administrator account
During installation an administrator account for ILMS was created. It is important that the following ILMS Administration Service information be retained in your records. These are needed to connect and log onto the ILMS Administration Service.
Server: TRAININGADMINPC
Port: 7000
Username: admin
Password: xxxxx
The username and password are both case sensitive, so enter them exactly as shown above.
OK

Figure 77. User Installation Values

Installation Completed

Congratulations! You have now completed the installation of your system.

Your next step will be to see the chapters on:

- Creating your student accounts
- Installing courses
- Creating course instances
- Basic use of the AdministrateIT application

Chapter 8 - LearnIT Only Installation

8

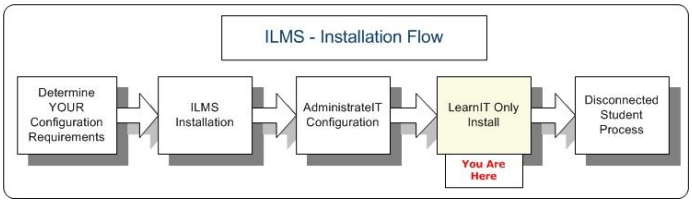


Figure 78. Installation Map

You must have completed steps 1 - 8 in "Chapter 3 – Start Your Installation Here"

Overview

As the name suggests the **LearnIT Only** installation is used to install only the LearnIT application. LearnIT is the student delivery module where the courses are taken and student data collected.

You install LearnIT on every 'Student' computer. Generally, you can install 'LearnIT Only' on every computer available. There are no limits to how many times you install LearnIT. Courses can be taken on any computer running LearnIT if course and software licenses are available.

Please refer to Chapter 2, Configuration and Installation to make sure that your machine is capable of running all of the prerequisite components listed there.

When to Use 'LearnIT Only' Install

The LearnIT Only installation is used in conjunction with the Network install and the Disconnected Student install.

- Networked: This is the most common situation where the AdministrateIT, server and database components are installed elsewhere on the network and you only install the LearnIT software on general use and training machines everywhere else.
- Disconnected: The disconnected student computer will only have LearnIT installed.

Note: This chapter covers installing LearnIT using the ILMS Installation CD. To install LearnIT over your network without using the installation CD, see Chapter 9, page 65 for instruction on the 'LearnIT Network' install.

Installation Steps – Continued

9. Select the

button to continue.

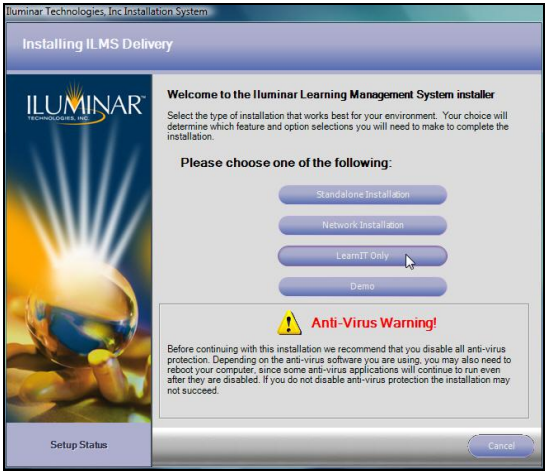

Iluminar Technologies, Inc Installation System
Installing ILMS Delivery
ILUMINAR
Welcome to the Iluminar Learning Management System installer
Select the type of installation that works best for your environment. Your choice will determine which feature and option selections you will need to make to complete the installation.
Please choose one of the following:
Standalone Installation
Network Installation
LearnIT Only
Demo
Anti-Virus Warning!
Before continuing with this installation we recommend that you disable all anti-virus protection. Depending on the anti-virus software you are using, you may also need to reboot your computer, since some anti-virus applications will continue to run even after they are disabled. If you do not disable anti-virus protection the installation may not succeed.
Setup Status
Cancel

Figure 79. Select LearnIT Only

11. Select the button to continue.

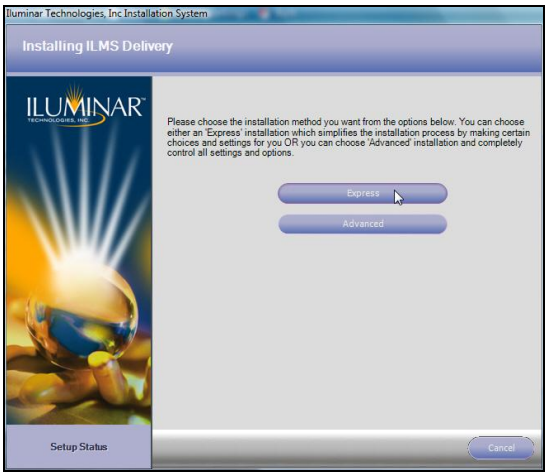
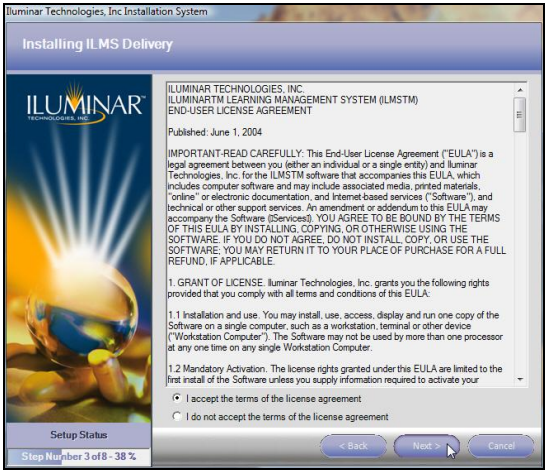

Iluminar Technologies, Inc Installation System
Installing ILMS Delivery
ILUMINAR
Please choose the installation method you want from the options below. You can choose either an 'Express' installation which simplifies the installation process by making certain choices and settings for you OR you can choose 'Advanced' installation and completely control all settings and options.
Express
Advanced
Setup Status
Cancel

Figure 80. Select Express

12. Read the EULA (End User License Agreement) carefully before proceeding. Select the radio button "I accept the terms of the license agreement". Now click to continue.


Iluminar Technologies, Inc Installation System
Installing ILMS Delivery
ILUMINAR
ILUMINAR TECHNOLOGIES, INC.
ILUMINARTM LEARNING MANAGEMENT SYSTEM (ILMSTM)
END-USER LICENSE AGREEMENT
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1.2 Mandatory Activation. The license rights granted under this EULA are limited to the first install of the Software unless you supply information required to activate your
I accept the terms of the license agreement
I do not accept the terms of the license agreement
Setup Status
Step Number 3 of 8 - 38 %
< Back
Next >
Cancel

Figure 81. End-User License Agreement

13. Fill in the information fields accordingly. The **bolded fields** are required before you can continue the installation. Click

to continue.

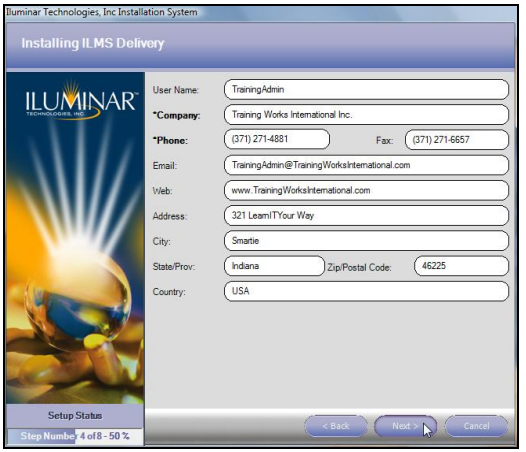


Figure 82. Company Information

14. The ILMS Setup is now ready to install the various components. Click

to continue.

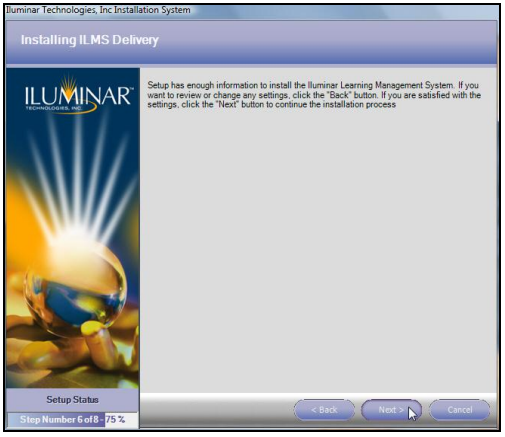

Iluminar Technologies, Inc Installation System
Installing ILMS Delivery
ILUMINAR
Setup has enough information to install the Iluminar Learning Management System. If you want to review or change any settings, click the "Back" button. If you are satisfied with the settings, click the "Next" button to continue the installation process
Setup Status
Step Number 6 of 8 - 75 %
< Back
Next >
Cancel

Figure 83. Ready to Go

15. You'll now see the ILMS software being installed.

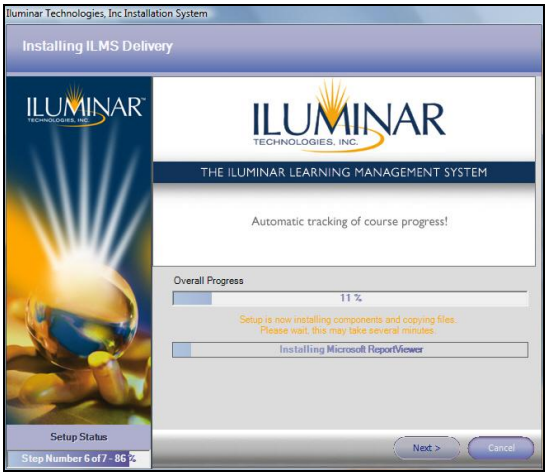


Figure 84. Installation Progress

16. When the ILMS installation is completed you'll be presented with this confirmation screen. Click

to complete the installation of the ILMS system software.

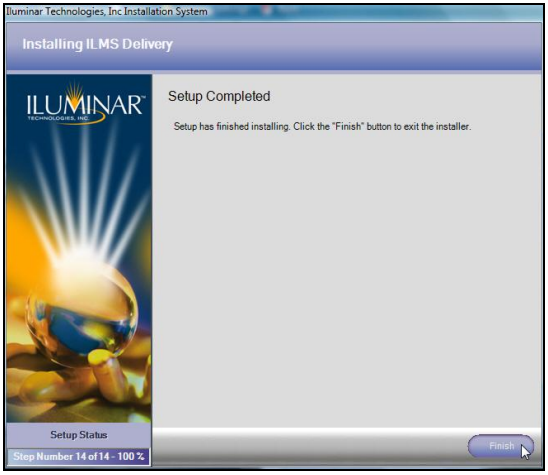

Iluminar Technologies, Inc Installation System
Installing ILMS Delivery
ILUMINAR
Setup Completed
Setup has finished installing. Click the "Finish" button to exit the installer.
Setup Status
Step Number 14 of 14 - 100 %
Finish

Figure 85. Installation Complete

Installation Completed

Congratulations! You have now completed the installation of LearnIT.

Now you can start and configure LearnIT for student use.

Chapter 9 – LearnIT Network Installation

9

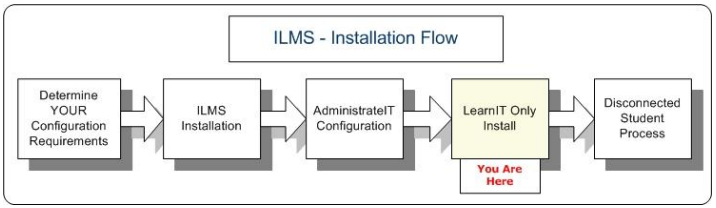


Figure 86. Installation Map

Overview

LearnIT Network installation is a LearnIT Only installation program that allows you to install LearnIT over the network without using the ILMS installation CD.

If you are an IT specialist and you want to have your user community perform the LearnIT installation on their own, you can set up a notification mechanism, like an email, with a link to the network installer and instructions for performing the installation.

The installation of LearnIT using the network installer is very easy and almost foolproof. A user can complete the installation in just a few minutes with very little direction.

When to Use 'LearnIT Network' Install

The LearnIT Network installation can be used for installing the student delivery application onto any and every computer you have in your organization, as long as it is connected to your network or can be connected to your network temporarily. You can even use this installation method to install LearnIT on machines that you intend to set up as disconnected machines, as long as you can temporarily connect the target machines to your network.

Accessing the LearnIT installer over a network saves you from having to use the ILMS installer CD for each and every LearnIT installation.

CAUTION: LearnIT Network should only be used on well-maintained networks with up-to-date versions of system prerequisites already installed. Please see Chapter 2 for specific information. If you are not sure that the target computer is current, you should use the "LearnIT Only" installation method described in the previous Chapter.

If a required component is missing or out-of-date, you may be prompted to download and install the component directly from Microsoft. You should follow their instructions if this becomes necessary.

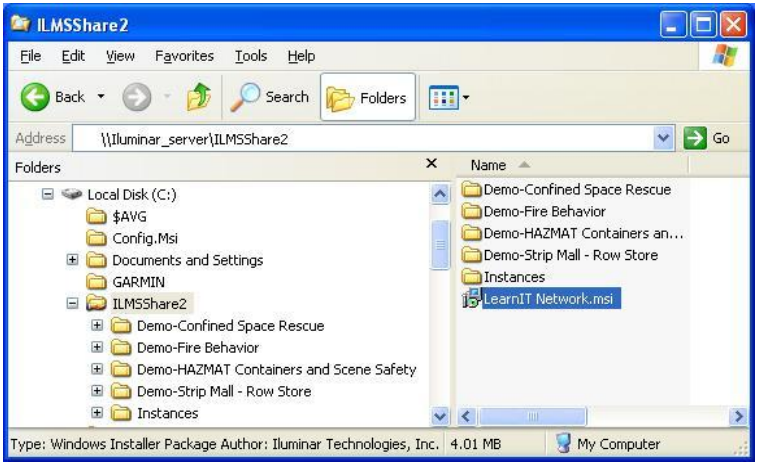


Figure 87. Locating the LearnIT Network Installer

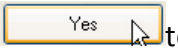
To install LearnIT over a network, from the computer where you wish to install LearnIT, navigate to the ILMSShare2 directory of the server where the courses are installed. In our example here the path is '\\Iluminar_server\ILMSShare2'. In this folder, find and run "LearnIT Network.msi".

If you get a security warning you about the Unknown Publisher, simply click

to continue.

Open File - Security Warning
The publisher could not be verified. Are you sure you want to run this software?
Name: LearnIT Network.msi
Publisher: Unknown Publisher
Type: Windows Installer Package
From: \\Iluminar_server\ILMSShare
Run
Cancel
This file does not have a valid digital signature that verifies its publisher. You should only run software from publishers you trust.
How can I decide what software to run?

Figure 88. Responding to Security Warning

If it doesn't already exist, windows will prompt you to install .Net Framework 3.5. Select 

to install it now.

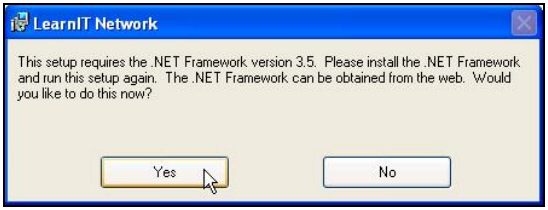

LearnIT Network
This setup requires the .NET Framework version 3.5. Please install the .NET Framework and run this setup again. The .NET Framework can be obtained from the web. Would you like to do this now?
Yes
No

Figure 89. Need to Install .NET Framework

If you choose to install the .NET Framework at this time, you will need to have internet access on the computer running the installation program. If the computer successfully connects to the Microsoft download center, you will be able to proceed through the installation/update process for .NET. Please follow the instructions provided by Microsoft for completing this process.

If you installed or updated Microsoft's .NET Framework, you will need to reboot your computer in order for .Net Framework to take effect. Select Restart Now.

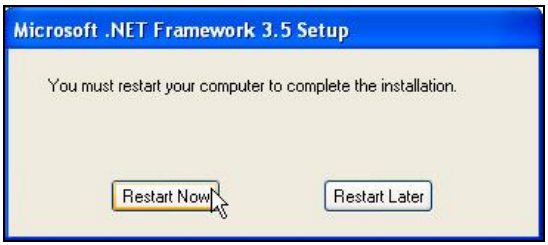

Microsoft .NET Framework 3.5 Setup
You must restart your computer to complete the installation.
Restart Now
Restart Later

Figure 90. Restart After Installing .NET

After restarting your computer please run:

\\Iluminar_server\ILMSShare2\LearnIT Network.msi again.

Note: If you already had .Net Framework 3.5 or higher installed, then you would have come directly to the following screen.

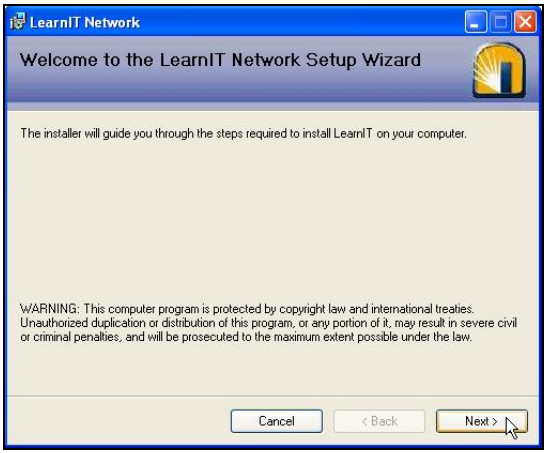
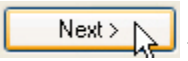

LearnIT Network
Welcome to the LearnIT Network Setup Wizard
The installer will guide you through the steps required to install LearnIT on your computer.
WARNING: This computer program is protected by copyright law and international treaties. Unauthorized duplication or distribution of this program, or any portion of it, may result in severe civil or criminal penalties, and will be prosecuted to the maximum extent possible under the law.
Cancel
< Back
Next >

Figure 91. Welcome to LearnIT Network Setup

Make any changes that you want and then click 

to continue.

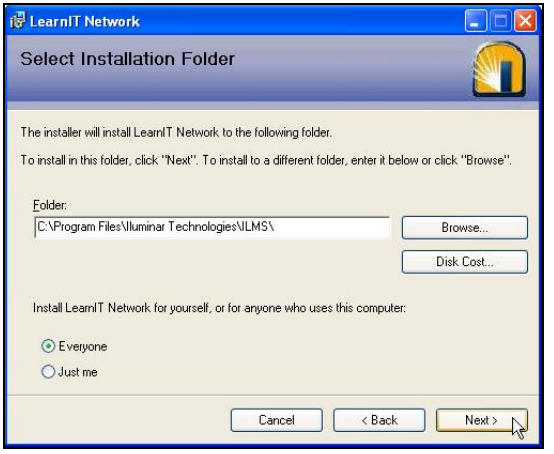
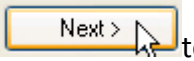

LearnIT Network
Select Installation Folder
The installer will install LearnIT Network to the following folder.
To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse".
Folder:
C:\Program Files\Iluminar Technologies\ILMS\
Browse...
Disk Cost...
Install LearnIT Network for yourself, or for anyone who uses this computer:
Everyone
Just me
Cancel
< Back
Next >

Figure 92. Select the Installation Folder

Click 

to continue.

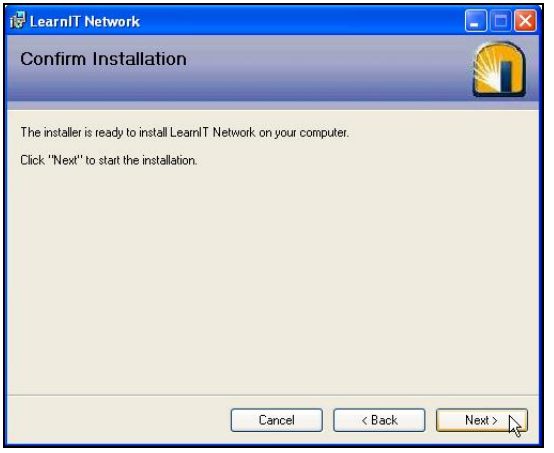

LearnIT Network
Confirm Installation
The installer is ready to install LearnIT Network on your computer.
Click "Next" to start the installation.
Cancel
< Back
Next >

Figure 93. Click Next to Start Installing

You'll see Network LearnIT being installed.

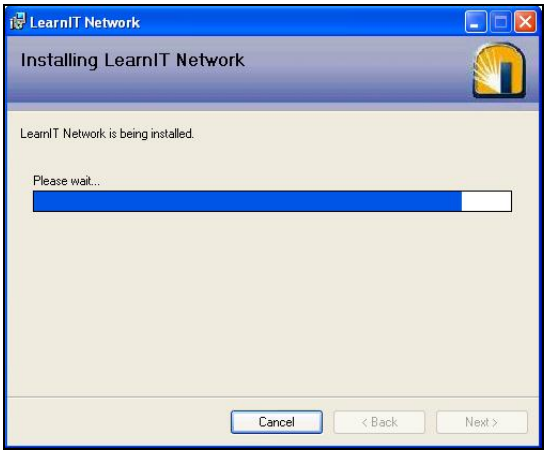
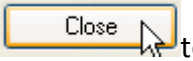


Figure 94. Installation Progress

When the installation is complete you can click  to close the installer.

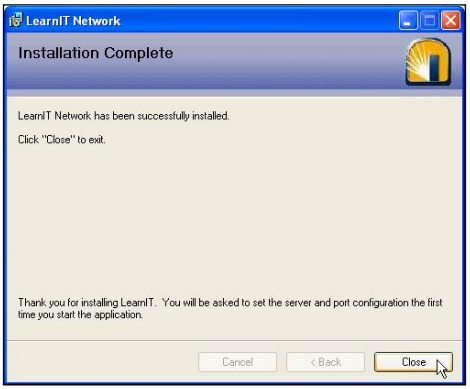
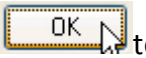

LearnIT Network
Installation Complete
LearnIT Network has been successfully installed.
Click "Close" to exit.
Thank you for installing LearnIT. You will be asked to set the server and port configuration the first time you start the application.
Cancel
< Back
Close

Figure 95. Close the Installer

Installation Completed

On the desktop you'll find the LearnIT icon. Double-click it now to open LearnIT for the first time.

Figure 96. LearnIT Desktop Icon

The first time you open LearnIT you will need to point it to the server running the ILMS Administration Service. Enter the server's name or the server's IP address into the host field. Click 

to open LearnIT.

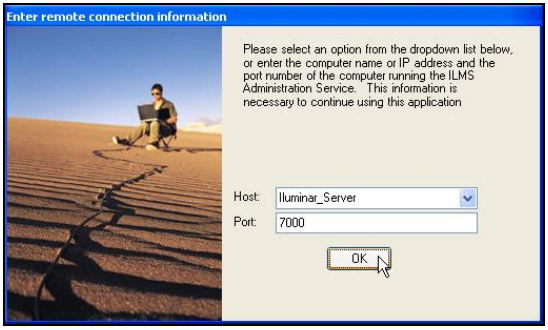

Enter remote connection information
Please select an option from the dropdown list below, or enter the computer name or IP address and the port number of the computer running the ILMS Administration Service. This information is necessary to continue using this application
Host:
Illuminar_Server
Port:
7000
OK

Figure 97. Configure LearnIT for Use

Both the host and port number are configured by your ILMS administrator and should be supplied by them and entered into the fields above.

Chapter 10 - Login to AdministrateIT

10

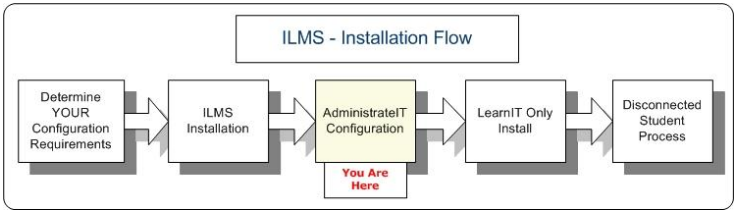


Figure 98. Installation Map

The ability of training personnel to manage and track training programs and their effectiveness in an organization is critical to the success of any training program. It is vital that training personnel have tools needed for deploying high quality, content rich courses that help students to learn and retain information related to specific knowledge, skills and abilities in any specific target subject.

The AdministrateIT application provides the management functions for this training environment. AdministrateIT provides a powerful user interface and the organizational and relational tools needed for constructing and maintaining an optimal learning environment.

AdministrateIT is the administrative component of the ILMS suite of applications that allows you to:

- Manage student accounts
- Install courses
- Create course instances
- Generate reports
- Manage licensing
- Configure course instance settings
- Customize course instances and tests

Before starting AdministrateIT, make sure you are logged into Windows with an account that has sufficient administrator privileges to use this application. The necessary privileges can vary depending on the configuration of the SQL Server used by the system or because your Information Technology (IT) staff has instituted specific security policies or network settings that require greater administrative access to the underlying hardware and computer operating system.

Demo Courses

Several demo courses are included for evaluating the ILMS Software. These courses are installed automatically when installing the ILMS System. If you wish to install courses see page 113. You will also need to create course instances in order to present training materials using LearnIT. For creating course instances see page 119.

Starting AdministrateIT

Before using AdministrateIT, several configuration settings are necessary. Once these are set, you are ready to use AdministrateIT to administer your courses, students and licensing.

To start AdministrateIT the first time:

1. Log in to Windows using an administrator account and double click the **AdministrateIT** icon on your desktop.

AdministrateIT acquires a "floating license" from the current pool of ILMS licenses available on your system. This feature makes it possible for you to install Administrate it on as many computers as you like and then you can run Administrate it on the most convenient machine available.

2. Sign in using the administrator's login ID and password. The default login ID is normally "admin".

Figure 99. AdministrateIT Log-In Dialog

Because this is your first time starting AdministrateIT, it will not yet be licensed. This will cause the "Set Demo Mode" dialog to be presented. You can run AdministrateIT in demo mode or you can set the license server.

Setting License Server

3. To set the license server click Set License Server and identify the server where the Iluminar License Manager is running.

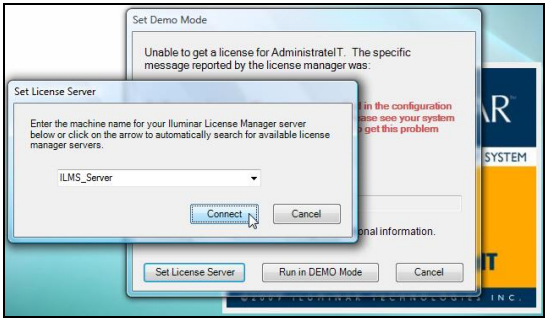

Set Demo Mode
Unable to get a license for AdministrateIT. The specific message reported by the license manager was:
Set License Server
Enter the machine name for your Iluminar License Manager server below or click on the arrow to automatically search for available license manager servers.
ILMS_Server
Connect
Cancel
Set License Server
Run in DEMO Mode
Cancel

Figure 100. Set License Server

4. After connecting, you still need to open AdministrateIT by clicking the Run in DEMO Mode button. You can access the License Manager from within AdministrateIT to install your licenses.

If AdministrateIT was installed on a computer other than where the Iluminar Administration Service was installed, the **Enter Remote Connection** dialog will be displayed.

5. In the **Host** field, type in the name (or the IP address) of the server where the ILMS Service is installed.

> **Note:** The number in the **Port** field may need to be changed if your IT department indicates that some other software uses ports 7000 and 7001. (This is not typical)

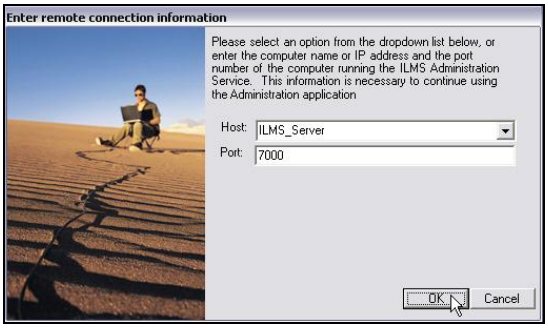

Enter remote connection information
Please select an option from the dropdown list below, or enter the computer name or IP address and the port number of the computer running the ILMS Administration Service. This information is necessary to continue using the Administration application
Host:
ILMS_Server
Port:
7000
OK
Cancel

Figure 101. Setting the Server and Port Values

6. Click the OK button.

No data is shown the first time you open AdministrateIT. Demo courses are installed, however, and you can see those by clicking on the **Course Management** tab.

Canadian Users

Canadian Users may need to make an adjustment to AdministrateIT because of a difference between U.S. and Canadian date formats. AdministrateIT is installed with a default date format of 'mm/dd/yyyy'. If the computers hosting the SQL Server database or AdministrateIT are in Canada, chances are your Regional Settings are also set to Canada and therefore the date format for the machine is probably 'dd/mm/yyyy'.

Check your Regional Settings in the Control Panel. On Windows XP the panel is called 'Regional Settings' and in Vista and Windows 7 it is called 'Regional and Language Options'. Don't change the settings, just note the Current format.

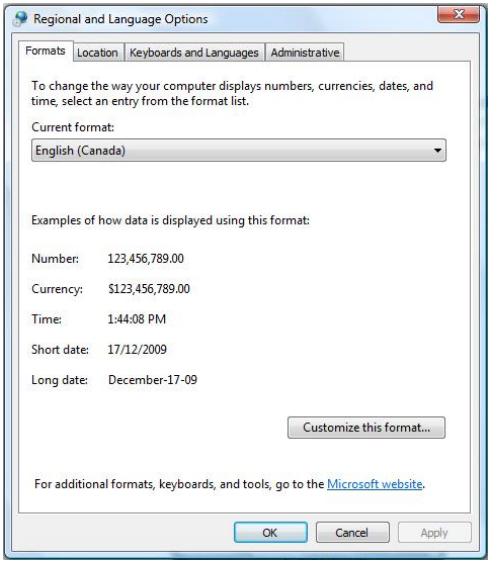


Figure 102. Date Setting Control Panel

To make sure that this setting is correct in AdministrateIT, open the options dialog by choosing the View > Options menu items and then select the Connection button on the left side of the dialog as shown.

Be sure your date format matches the system date you noted in the Regional Settings.

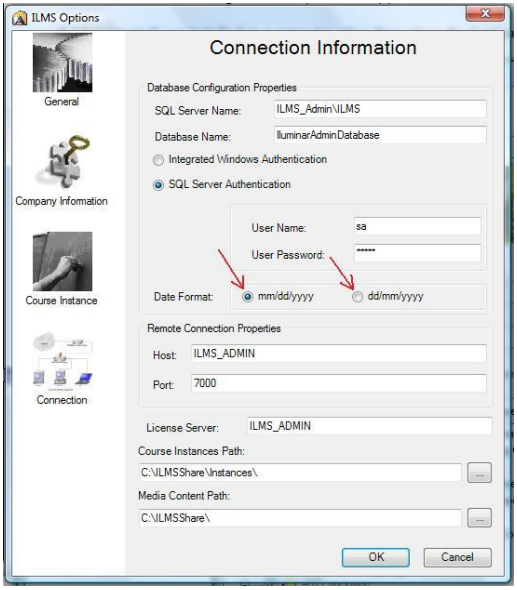


Figure 103. Setting Canadian Date Format

** It is important that the Date Format in AdministrateIT matches the date format in the operating systems' Regional Settings or data will be recorded in the ILMS databases with incorrect date values that can cause possible data corruption and/or system crashes.

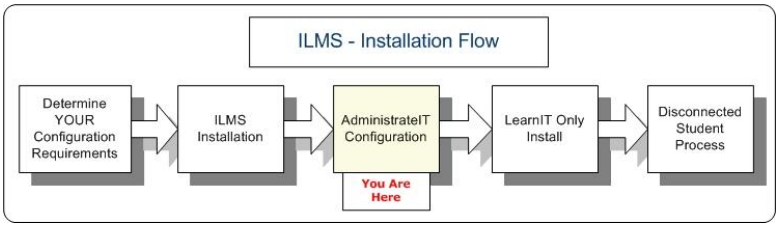


Figure 104. Installation Map

The AdministrateIT user interface consists of Menus, Toolbar, and Tabs.

Menus

- File - Contains functions for installing courses and licenses, company information and merging students.
- View - Controls what is shown on the screen.
- Import/Export - Contains functions for importing student results and data from disconnected students, and for exporting data to an XML file.
- Help - Contains system documentation and system information.

Toolbar

The AdministrateIT toolbar contains buttons that are hot-links to open or close the tabs.

Course Enrollment –	To select courses into which you enroll students
Course Properties –	Creating and managing course instances
Test Settings -	Managing course instance test parameters
Course Management –	For installing and managing courses
Certificates –	Managing course completion certificates
Student Enrollment –	To select students and enrol them into courses
Student Properties –	Create and manage student accounts
Test Results –	To see a quick view of test results
Student Custom Data –	Include your own custom data in student records
Reports –	Produce, view, email or print any kind of report
Essay Question Review –	View and grade essay questions
Messaging -	Send and receive messages to/from students
Disconnected Machines –	Establish and manage your disconnected computers

Tabs

Views are often referred to as tabs or windows. In AdministrateIT there are 13 views matching the buttons on the previous page:

- Course Enrollment
- Course Properties
- Test Settings
- Course Management
- Certificates
- Student Enrollment
- Student Properties
- Test Results
- Student Custom Data
- Reports
- Essay Question Review
- Messaging
- Disconnected Machines

These views can be floating anywhere on the monitor or, if you have them, multiple monitors. They can also be docked on any side of the main application window or split the space of any docked view into two panes or stacked into a set of tabbed views that share the same pane.

Note: When you open AdministrateIT the views appear as they were when you last closed the application.

Docking and Floating

Stacked Tab View

The first time you open AdministrateIT, the views are set to stacked tabs.

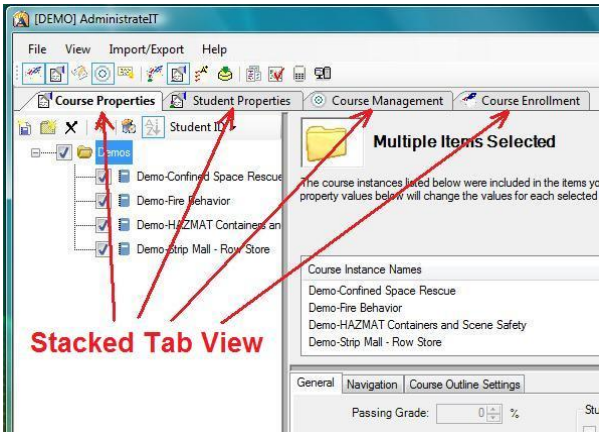


Figure 105. Stacked Tab View

Stacked views overlap and each is visible with as a tab. Click the tab to display that view.

Docked Views

Views can be docked either as a window (when you dock them to the outside edges of the main window) or as a tab (when you dock them into the main content area of the main window). Clicking on a tab and dragging it will present you with the docking options in Figure 106 below.

The center docking tool maintains the tab view. Dropping a tab on to 1A – 1D will split the main window pane vertically or horizontally and dock the tab into the newly created space on the side of the window with respect to the chosen indicator. Dropping a tab onto the center of the docking tool adds the tab to the other tabs in that space.

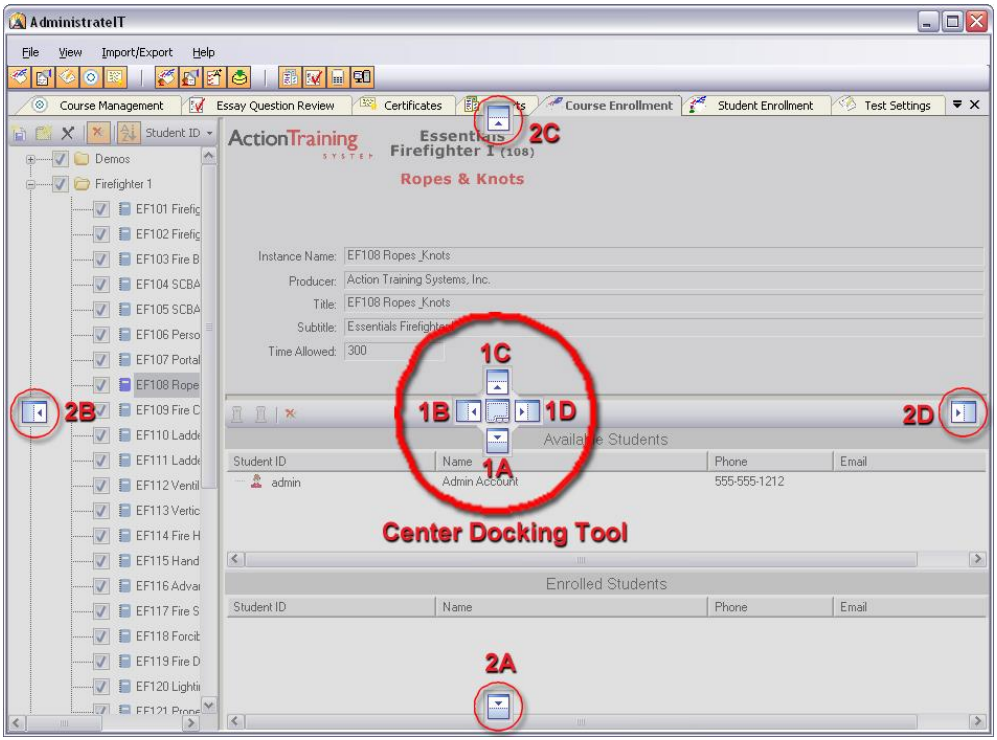


Figure 106. Using the Docking Indicators

Dragging and dropping a tab on to one of the outer points of the docking tool, 2A - 2D, will change the tab to a docked window view. Docked views are attached to the application window and have a pin (📌) icon in the windows bar.

You can minimize the docked view by clicking on the pin(📌). To show it again, hover your cursor over the visible portion of the minimized view. Click the pin again to keep the window visible when your cursor leaves it.

Changing the state of the pin will set the mode of the docked view to “auto hide” when the cursor is not actively working inside of the docked view. This is a convenient way to arrange a lot of the information available so that it is quickly

accessible while maximizing the available amount of screen space available for the more common tasks you perform.

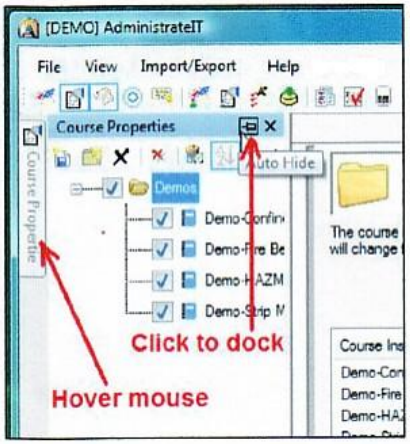
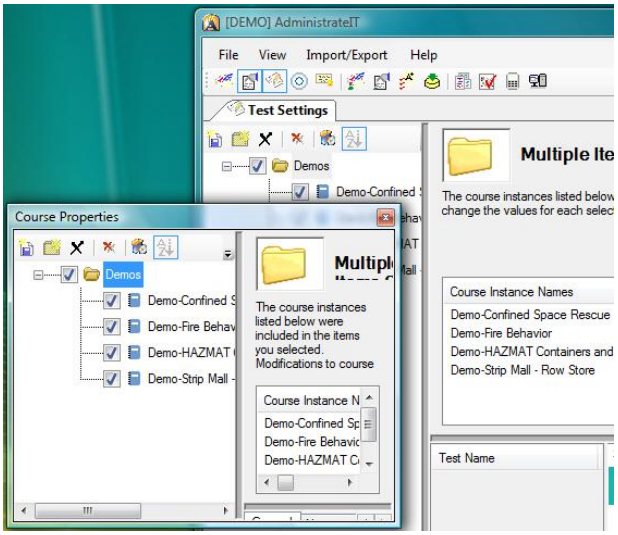


Figure 107. Auto Hide Docked Views

Floating Views

Double-clicking a tab on a stacked view makes it a floating window. Double-clicking the window bar on the floating window makes it stacked again.

A stacked tab can also be floated by clicking and dragging the tab. It can be left floating or docked as described in the previous section, “Docked Views.”



Floating views can be moved around the screen by clicking and dragging the window bar. This can be useful in a system with a wide-screen display or multiple monitors. In Figure 108 you can see the Course Properties view being dragged off the application window.

Figure 108. Floating Views

Course Enrollment

The **Course Enrollment** tab displays two lists. The first list shows all of the courses that one or more students can be enrolled into. The second list shows the courses in which the selected student or students are currently enrolled.

This tab also has buttons for enrolling and withdrawing students from courses and printing course completion certificates.

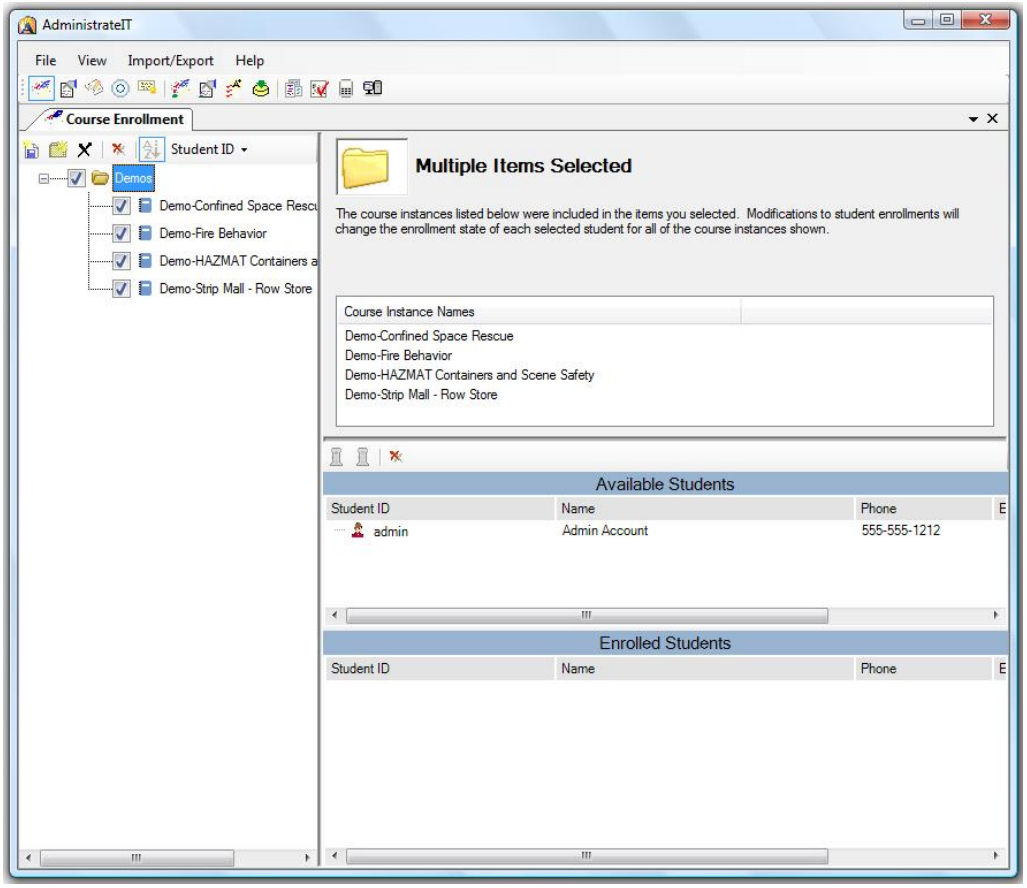


Figure 109. Course Enrollment

Course Properties

The **Course Properties** tab contains information and property settings for the courses installed on the system. You can see the list of course instances that have been created, specific instance settings for the selected course or courses and the course outline if only a single course is selected.

All of the details for the selected course or courses are conveniently displayed in a tabbed view adjacent to the course instance list.

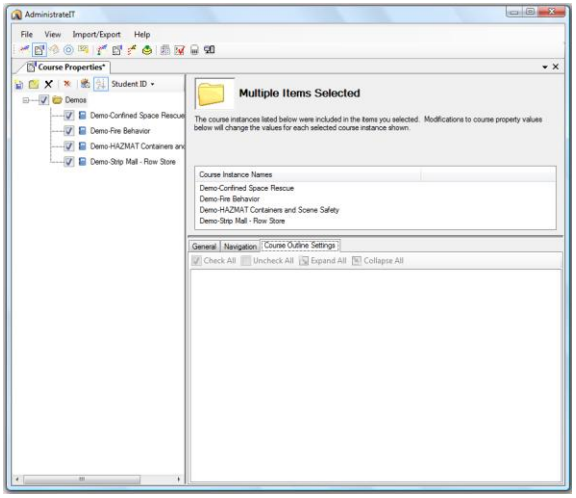


Figure 110. Course Properties

The **Course Properties** tab maintains a list of created instances and allows you to enable or disable instances and hide or show any disabled instances.

The **Course Properties** tab contains all pertinent information about a given course. This tab will give the course description, instance description, course outline, and many other valuable pieces of information.

This tab enables the user to:

- Adjust the course open and close date.
- Change default settings.

- Edit the instance name and groupings.
- Adjust course time limit.
- Adjust the idle time-out.
- Adjust the course outline.
- Adjust the navigation settings.

Note: Many of these settings are locked at the point in time when the first student completes the first test in the course instance.

Test Settings

The **Test Settings** tab contains all of the tools a user might need for customizing tests in a course. The administrator can choose a test and set the number of questions available, adjust passing requirements, randomize question order and much more. This tab also gives the administrator the ability to create and edit custom questions.

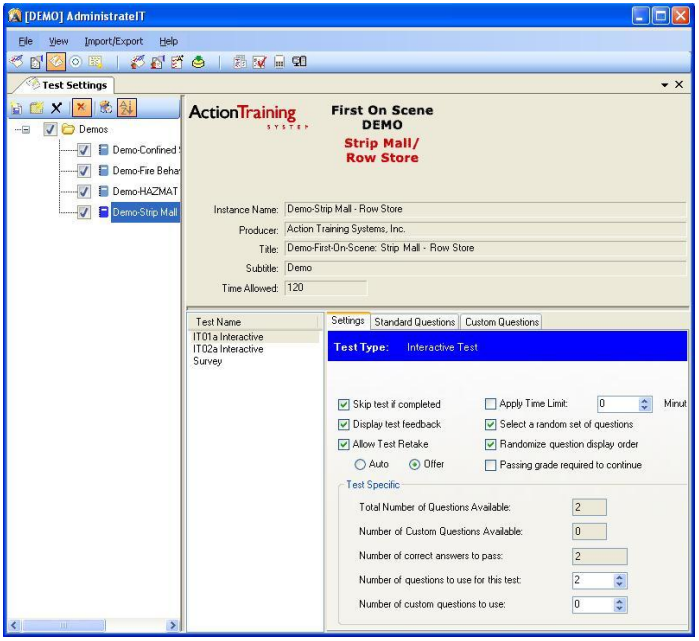


Figure 111. Test Settings

Course Management

Use the **Course Management** tab to maintain the course list. You can install new courses, create new course instances and uninstall courses.

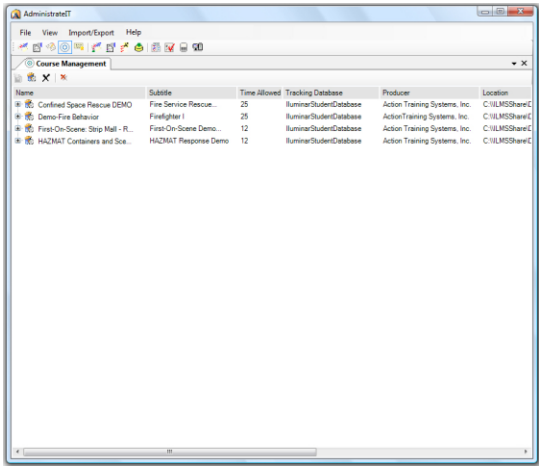


Figure 112. Course Management

Certificates

Use the **Certificates** tab to modify and maintain the course completion certificates. You can add color, signature fields and other custom fields to the certificates for each course instance.

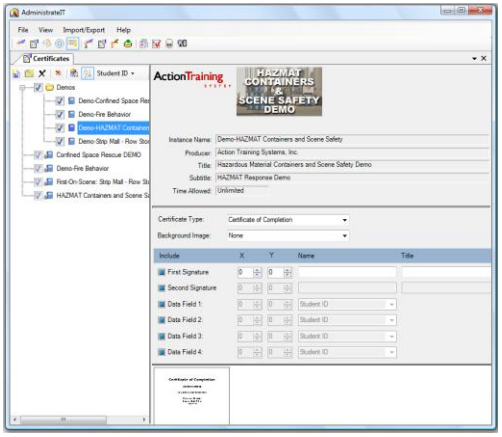


Figure 113. Course Completion Certificates

Student Enrollment

The **Student Enrollment** tab displays two lists. The first list shows all of the registered students that are eligible for enrollment. The second list shows the enrolled students for a given course. This tab also has buttons for enrolling and withdrawing students from courses.

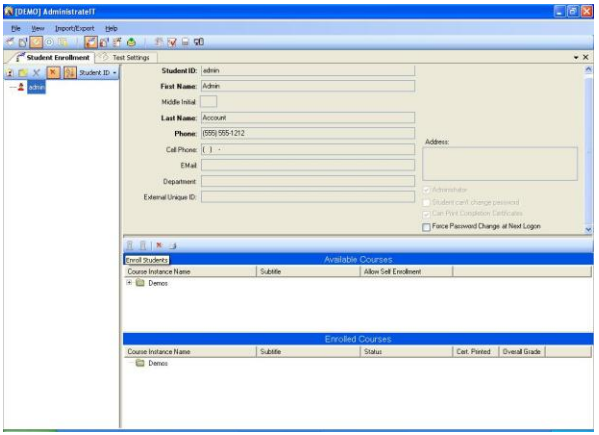


Figure 114. Student Enrollment

Student Properties

The **Student Properties** tab contains information about the courses and registered students. You can use information on this tab to add, edit, or deactivate a student.

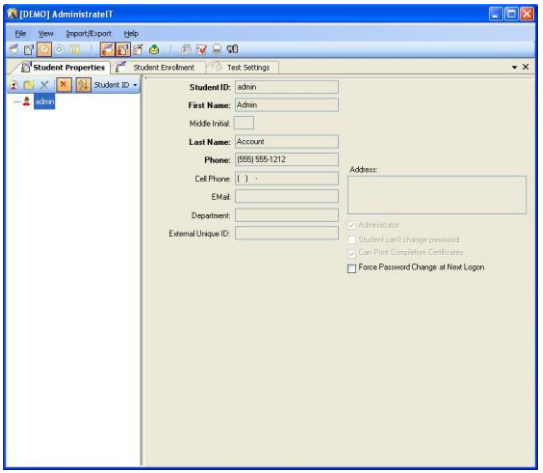


Figure 115. Student Properties

Test Results

The **Test Results** tab shows the various course instances in which the student has been enrolled. By selecting an instance, this tab will give you the ability to view the test results for each individual test inside of the course.

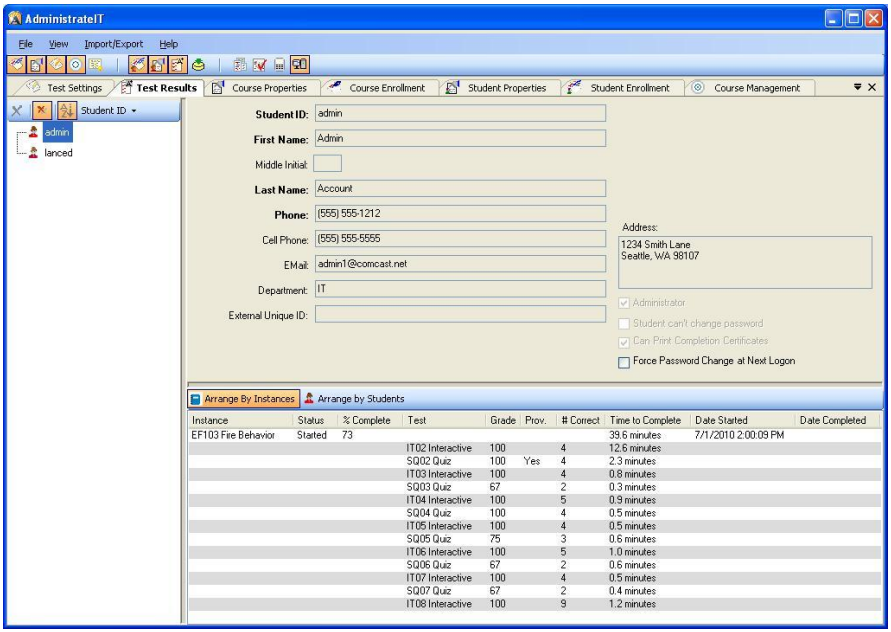

AdministrateIT
File View Import/Export Help
Test Settings
Test Results
Course Properties
Course Enrollment
Student Properties
Student Enrollment
Course Management
Student ID
admin
lanced
Student ID: admin
First Name: Admin
Middle Initial:
Last Name: Account
Phone: (555) 555-1212
Cell Phone: (555) 555-5555
EMail: admin1@comcast.net
Department: IT
External Unique ID:
Address:
1234 Smith Lane
Seattle, WA 98107
Administrator
Student can't change password
Can Print Completion Certificates
Force Password Change at Next Logon
Arrange By Instances
Arrange by Students
Instance Status % Complete Test Grade Prov. # Correct Time to Complete Date Started Date Completed
EF103 Fire Behavior Started 73 39.6 minutes 7/1/2010 2:00:09 PM
IT02 Interactive 100 4 12.6 minutes
SQ02 Quiz 100 Yes 4 2.3 minutes
IT03 Interactive 100 4 0.8 minutes
SQ03 Quiz 67 2 0.3 minutes
IT04 Interactive 100 5 0.9 minutes
SQ04 Quiz 100 4 0.5 minutes
IT05 Interactive 100 4 0.5 minutes
SQ05 Quiz 75 3 0.6 minutes
IT06 Interactive 100 5 1.0 minutes
SQ06 Quiz 67 2 0.6 minutes
IT07 Interactive 100 4 0.5 minutes
SQ07 Quiz 67 2 0.4 minutes
IT08 Interactive 100 9 1.2 minutes

Figure 116. Test Results

Student Custom Data

The **Student Custom Data** tab contains tools for the administrator to add custom fields into which the student can enter information. The fields can be required or optional. For example, you could add a date-type field, and enter a prompt "What is your birthday?" If you checked **Required**, the student would be required to

enter their birth date into the **Create Account** window before they could finish creating their account.

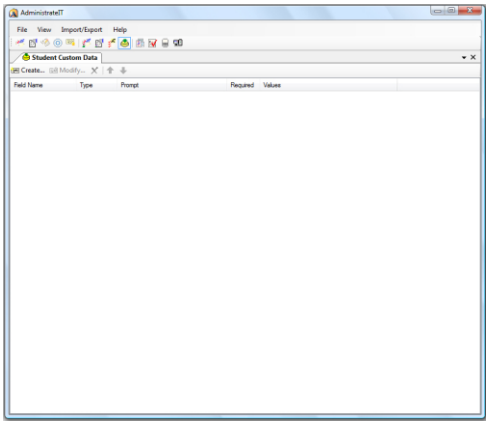


Figure 117. Custom Data Fields

Reports

The **Reports** tab enables you to compile information into reports. These reports can display test scores, student enrollment, and many other aspects of the training system.

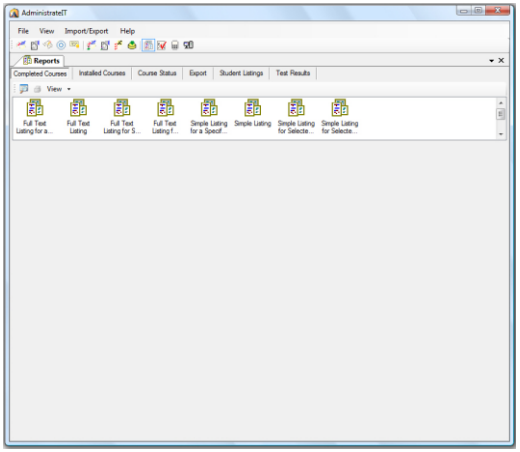


Figure 118. Reports

Essay Question Review

The **Essay Question Review** tab allows you to review and score essay questions that are submitted by students while taking tests.

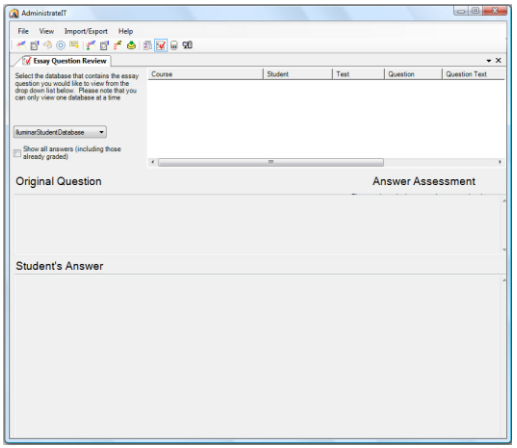

AdministrateIT
File View Import/Export Help
Essay Question Review
Select the database that contains the essay question you would like to view from the drop down list below. Please note that you can only view one database at a time
IluminarStudentDatabase
Show all answers (including those already graded)
Course
Student
Test
Question
Question Text
Original Question
Answer Assessment
Student's Answer

Figure 119. Essay Question Review

Messaging

On the **Messages** tab, the messages sent by students to the ILMS system administrators are displayed with **From**, **Date**, and **Subject** fields. The specific message is displayed if an individual message is selected. The messages are sent when a student creates an account, or when a student sends a message to an administrator because they are having some difficulty. You can create new messages or reply to messages, or you can delete messages on this screen with the buttons located toward the upper right corner.

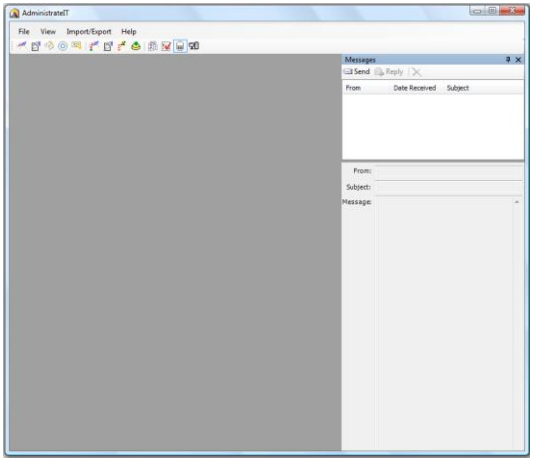


Figure 120. Messaging

Disconnected Machines

The **Disconnected Machines** tab is to help you assign and manage your students and computers used for training that are not directly connected to your network.

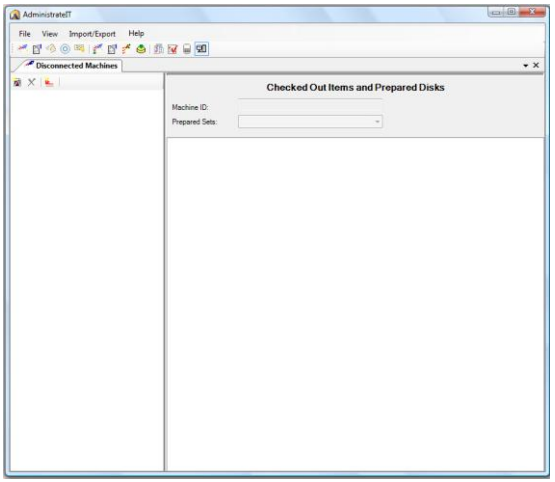


Figure 121. Disconnected Machines

Company Information

Updating Your Company

1. On the **File** menu, click **Company Information**.
2. When the dialog appears, enter all of the required information into the fields.
3. In the **Logo** field, click and select your logo file.
4. Click **OK**.

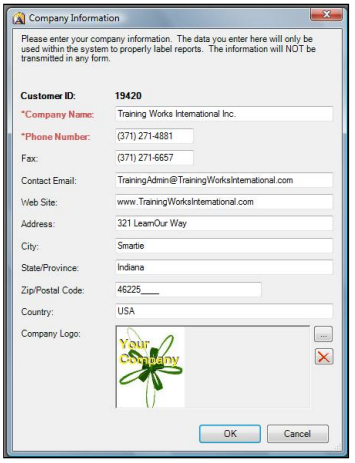
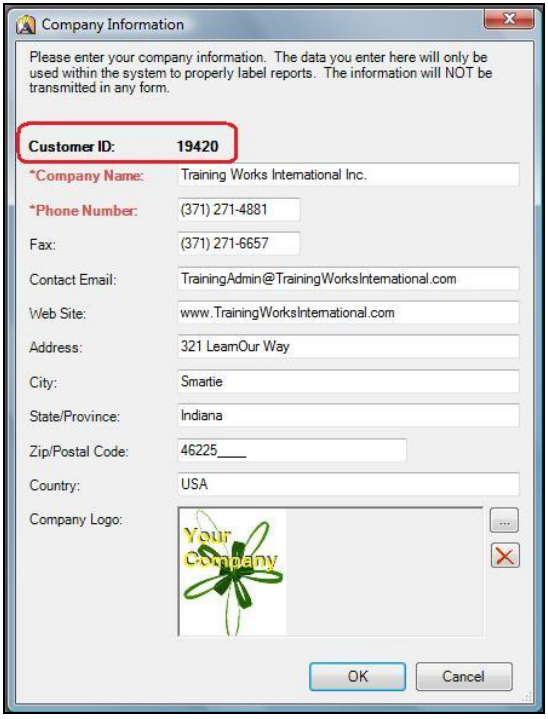


Figure 122. Company Information

Discovering Your ILMS Customer ID

On the **File** menu, click **Company Information**.


Company Information
Please enter your company information. The data you enter here will only be used within the system to properly label reports. The information will NOT be transmitted in any form.
Customer ID: 19420
*Company Name: Training Works International Inc.
*Phone Number: (371) 271-4881
Fax: (371) 271-6657
Contact Email: TrainingAdmin@TrainingWorksInternational.com
Web Site: www.TrainingWorksInternational.com
Address: 321 LearnOur Way
City: Smartie
State/Province: Indiana
Zip/Postal Code: 46225____
Country: USA
Company Logo:
Your Company
OK
Cancel

Note: In previous versions of AdministrateIT, the Customer ID was found under Help > About.

Chapter 12 - Licensing

12

ILMS is provided with the Iluminar License Manager (ILM). The ILM provides a flexible, simple and easy to use interface for managing the software and course licenses included with your Iluminar products.

The ILM is a web based component of the Iluminar Web Center. The Web Center application and its components are built using Microsoft's ASP.NET Framework and web services. This architecture provides maximum flexibility because you can run the ILM on any web server used for internet or intranet support in your organization, or on any workstation running Microsoft's Internet Information Services 6.0 or later.

Using this platform to support license management provides easy network accessibility for client machines to acquire and release software and course licenses and it provides simple web browser access to the License Manager web pages for system administrators who might need to check on license status or terminate specific licenses when they don't have access to their personal workstation.

Floating License Model

The ILM implements a floating-seat license model for both software and courses. These floating-seats act similar to a books in a library. If someone pulls a specific book off a shelf to read it, no one else can read the book until it is returned. Similarly, if a student logs into LearnIT or AdministrateIT, they use up one seat while they have that application open. When the student begins taking a course, they use up a course seat as well. So if you have 10 LearnIT seats, then you can have up to 10 students simultaneously logged into LearnIT.

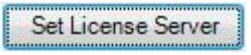
Note: There is no limit to the number of LearnIT installations. You can install LearnIT on as many computers as you like.

When you first install the ILMS software, demo keys are provided so that you can use the demo courses in AdministrateIT and LearnIT to evaluate the product and familiarize yourself with its many functions and features. In demo mode you can only create course instances for the demo courses. When you 'Activate' AdministrateIT using the activation code provided, the system will register a set of licenses for the entire set of products that your organization purchased.

You activate your licenses through AdministrateIT by choosing the File > License Management menu item. **After you have started the ILM, follow the steps outlined below in "Internet Activation".**

License Manager

The Iluminar License Manager will not open for you unless to have already set the license server. This usually happens when the Iluminar License Manager is installed. If the ILMS software presents a dialog box that shows a missing license server name, you will need to enter the correct name for the operation license server on your network.

To set the license server, when starting AdministrateIT click 

and identify the server where the ILMS License Manager is running. Then you will still open in Demo mode where the License Manager will be accessible.

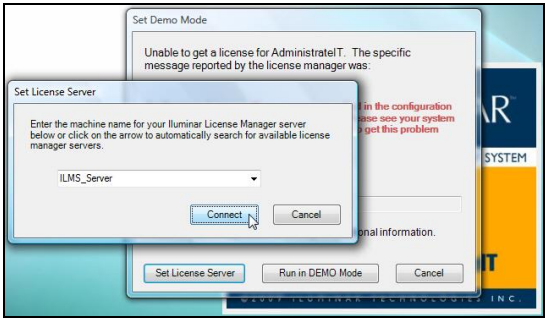

Set Demo Mode
Unable to get a license for AdministrateIT. The specific message reported by the license manager was:
Set License Server
Enter the machine name for your Iluminar License Manager server below or click on the arrow to automatically search for available license manager servers.
ILMS_Server
Connect
Cancel
Set License Server
Run in DEMO Mode
Cancel

Figure 123. Setting the License Management Server

To open the ILMS License Manager select menu item File > License Management…

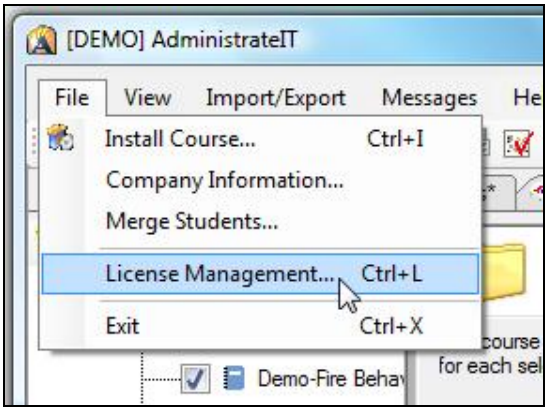


Figure 124. Starting License Management from AdministrateIT

Your web browser will open and you will see the Iluminar Web Center Home Page. If this screen is not displayed or an error message is presented, you have a problem with one or more of the Web Center components or with system security and you will need to get some help from a network administrator to correct the problem.

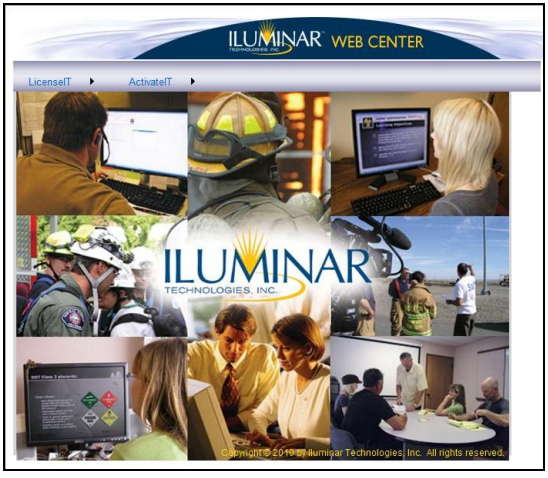


Figure 125. Iluminar Web Center Home Page

Your View in the License Manager

As you examine the Iluminar Web Center Home Page, you will notice a menu bar displayed below the web center graphic and above the content area of the page. This menu bar displays at least two useful components for ILMS users. One item shown should be labelled “ActivateIT” and the other item should be labelled “LicenseIT”.

Each of these items represents a web center component. ActivateIT provides functions for activating software and courses purchased to run on the ILMS system. The LicenseIT menu item accesses the functions for the Iluminar License Management component that report and manage specific licenses in the ILMS system.

There is a known compatibility issue for users of Internet Explorer Version 8.0 that prevents proper display of pop-up menu items.

If you are unable to see the pop-up menu items when you click on one of the menu choices, click on the “No Menu Items?” link at the bottom of the page to work through the steps that will correct the

Both of these menu items will present a pop-up list of choices you can choose specific to their area of functionality.

Figure 126. Link to Menu Drawing Problem Solution

The page presented will help you work around the problem of no menu items or blank menu items.

Figure 127. Solving the Blank Menu Items Problem

Three Ways to Activate

Internet Activation (preferred)

You can use your Activation Number to license your software over the Internet. Select ActivateIT > Internet and fill in your Activation Number along with the pertinent information below. Then click [Activate].

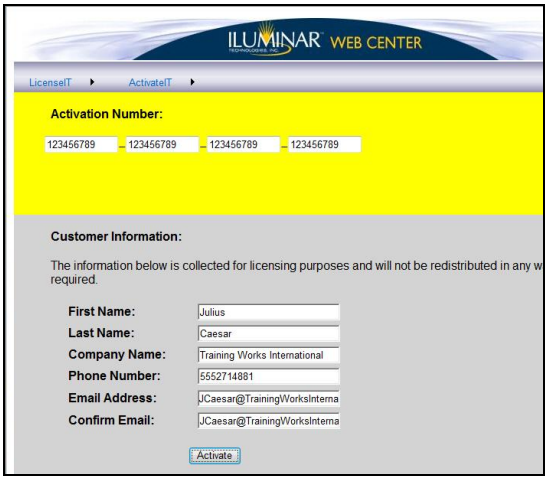


Figure 128. Internet Activation

This will automatically install your licenses onto your server running your Iluminar License Manager so that all users immediately have access to any licenses available.

A copy of the license file will be sent to the email address you provided as a backup version of the license file. You should save this file in a convenient archive on your computer or network.

This is the easiest and best way to complete your activation process.

Telephone Activation

You can activate your software over the phone when your computer doesn't have any internet access. Select ActivateIT > Telephone to obtain your System Identification number.

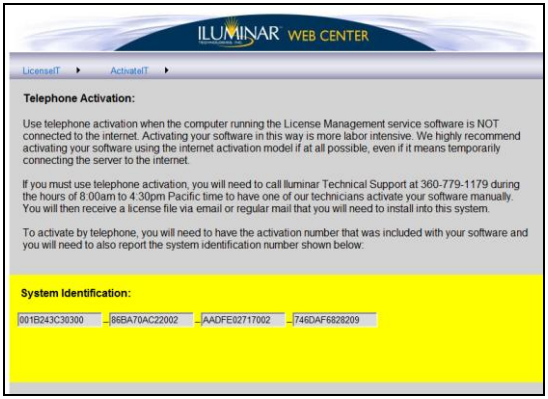

ILUMINAR WEB CENTER
LicenseIT
ActivateIT
Telephone Activation:
Use telephone activation when the computer running the License Management service software is NOT connected to the internet. Activating your software in this way is more labor intensive. We highly recommend activating your software using the internet activation model if at all possible, even if it means temporarily connecting the server to the internet.
If you must use telephone activation, you will need to call Iluminar Technical Support at 360-779-1179 during the hours of 8:00am to 4:30pm Pacific time to have one of our technicians activate your software manually. You will then receive a license file via email or regular mail that you will need to install into this system.
To activate by telephone, you will need to have the activation number that was included with your software and you will need to also report the system identification number shown below:
System Identification:
001B243C30300
86BA70AC22002
AADFE02717002
746DAF6828209

Figure 129. Telephone Activation

Then call 800-755-1440. You will need to repeat the system identification value and your activation code to our technical support personnel. They will process your information and will send you a license file via whatever method works for you (email or U.S. Postal System). Once you receive the license file, you will need to follow the steps in the "Install License File Activation" below.

Install License File Activation

You can license your software by installing a license file (.lic) that you receive through email or the U.S. Postal Service.

License files of this type are provided by our technical support staff. Be sure to ask for assistance if you have any problem installing a license file sent to your by technical support.

Select ActivateIT > Install.

Figure 130. Install License File

Browse to the license file. Then click [Install License File].

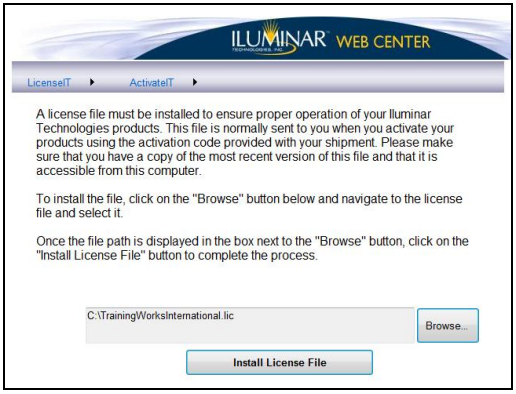

ILUMINAR WEB CENTER
LicenseIT
ActivateIT
A license file must be installed to ensure proper operation of your Iluminar Technologies products. This file is normally sent to you when you activate your products using the activation code provided with your shipment. Please make sure that you have a copy of the most recent version of this file and that it is accessible from this computer.
To install the file, click on the "Browse" button below and navigate to the license file and select it.
Once the file path is displayed in the box next to the "Browse" button, click on the "Install License File" button to complete the process.
C:\TrainingWorksInternational.lic
Browse...
Install License File

Figure 131. Browse to License File

To see a list of licensed products, select LicenseIT > Registered.

Figure 132. Registered Licenses

Even though you have installed the license(s) you will still need to close and re-start AdministrateIT in order to use the full-featured functionality.

Chapter 13 –Course Instance Defaults

13

Overview

A course instance is a specific, tailored image of one of the courses you have installed into ILMS. The process of creating a course instance requires a large number of property values to be set that determine the overall behavior and presentation of the course when it is taken by a student.

You can establish default settings that will be used as a starting point for any course instances you create. Many of these default settings can be overridden, during the instance creation or later when you want to change specific property values in the instance.

How Course Instance Settings are Influenced

There is a chain of events that have a direct influence on how a course instance will behave once a student finally takes a course. As an administrator you'll definitely want to understand the priority and precedence of these events.

First order – Course Author

The author of the course will set the course parameters in Iluminar MakeIT so that their published course plays with their recommended defaults. The course author will sometimes make certain features or packets mandatory (they cannot be changed) while many other options are left with their recommended settings which can be changed at the discretion of the training administrator.

To use the 'course-authored' defaults, set the Course Instance options by selecting View > Options. Then click on the Course Instance button.

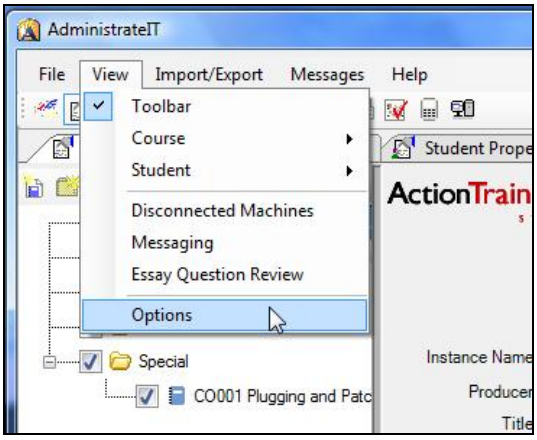


Figure 133. Displaying the Options Dialog

Select the radio button "Use Current Defaults".

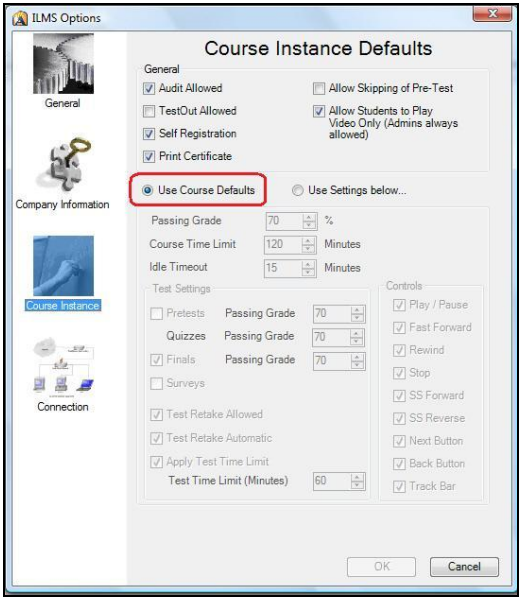


Figure 134. Setting the Use Current Defaults option

Second Order – Course Instance Options

In the Course Instance Defaults you can select the radio button “Use Settings Below” to gain access to a number of parameters that will become the defaults for any new course instances created. These values will override the settings that the course author set as recommended default values. These parameters are explained on page 108.

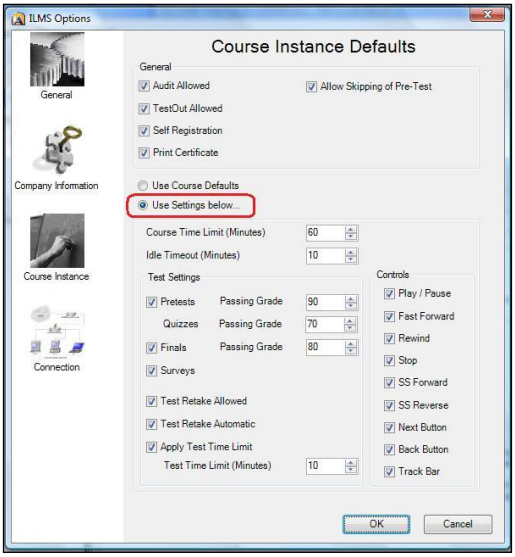


Figure 135. Overriding Course Author Settings

Third Order – Course Instance Wizard

The course instance defaults set in the instance options will be automatically used in the wizard during the course instance creation. You can still change any of these settings as you work through the course instance wizard.

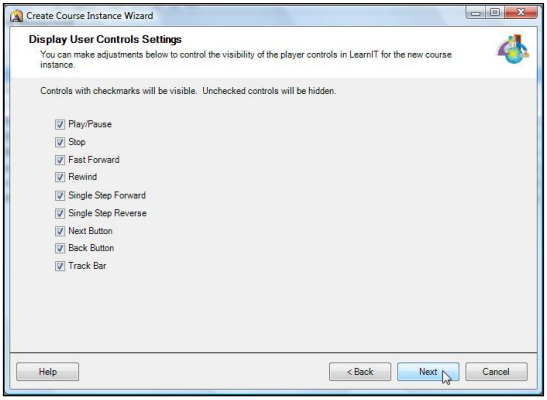


Figure 136. Instance Wizard Settings for Video Controls

You can override the default course

instance access settings on the following page in the Course Instance Wizard.

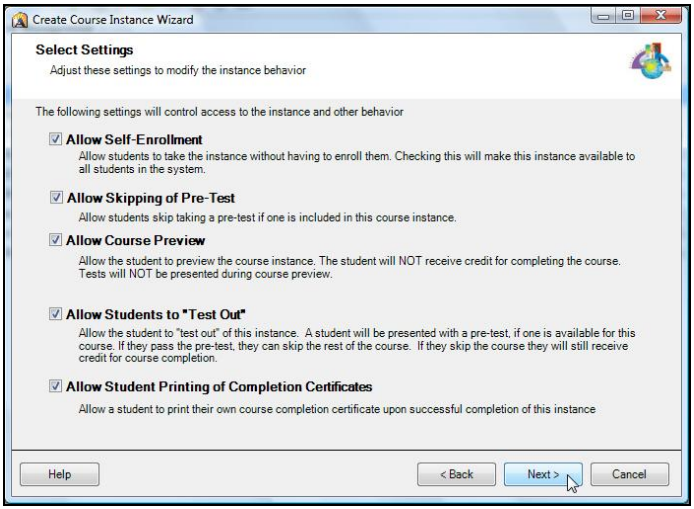

Create Course Instance Wizard
Select Settings
Adjust these settings to modify the instance behavior
The following settings will control access to the instance and other behavior
Allow Self-Enrollment
Allow students to take the instance without having to enroll them. Checking this will make this instance available to all students in the system.
Allow Skipping of Pre-Test
Allow students skip taking a pre-test if one is included in this course instance.
Allow Course Preview
Allow the student to preview the course instance. The student will NOT receive credit for completing the course. Tests will NOT be presented during course preview.
Allow Students to "Test Out"
Allow the student to "test out" of this instance. A student will be presented with a pre-test, if one is available for this course. If they pass the pre-test, they can skip the rest of the course. If they skip the course they will still receive credit for course completion.
Allow Student Printing of Completion Certificates
Allow a student to print their own course completion certificate upon successful completion of this instance
Help
< Back
Next >
Cancel

Figure 137. Course Instance Access and Other Settings

Instance timeout values and open/close dates are set on the following screen in the Course Instance Wizard.

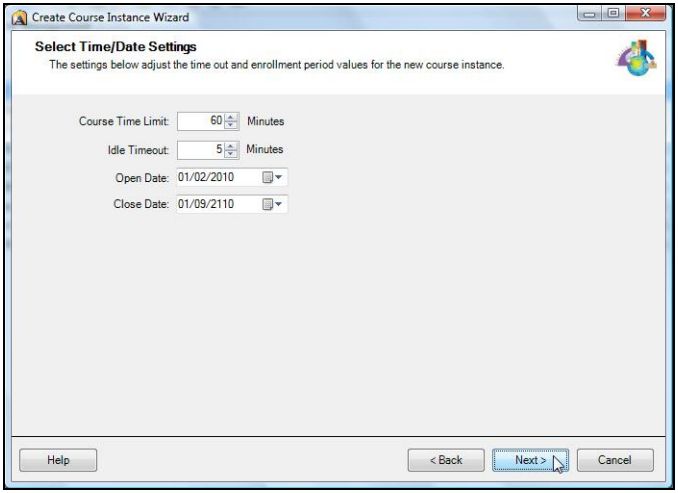

Create Course Instance Wizard
Select Time/Date Settings
The settings below adjust the time out and enrollment period values for the new course instance.
Course Time Limit: 60 Minutes
Idle Timeout: 5 Minutes
Open Date: 01/02/2010
Close Date: 01/09/2110
Help
< Back
Next >
Cancel

Figure 138. Timeout Values and Open/Close Dates

Fourth Order – Course Properties Tab

Finally, you can still change the behavior of a course instance in the Course Properties tab after an instance has been created.

Select the instance(s) you wish to modify and use the sub-tabs on the right to find and change the parameter to the desired settings.

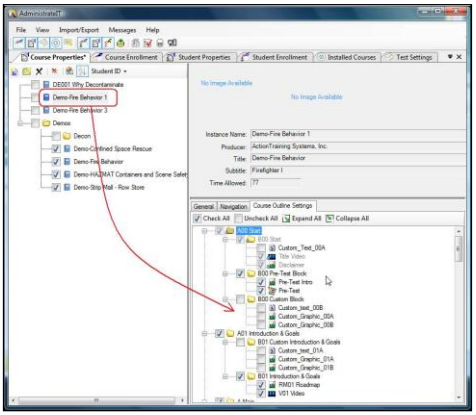


Figure 139. Changing Course Properties

Course Instance Default Options

To set the default Course Instance values, you need to open the Options dialog (use the View > Options menu items) and select the “Course Instance” button on the left hand side of the screen.

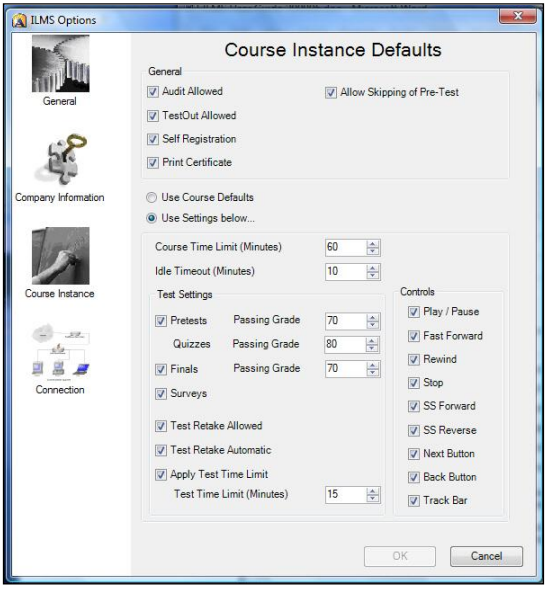


Figure 140. Course Instance Default Settings

General Settings

- **Audit Allowed** – Allows students to review (audit) a course before actually taking it for real. Pre-Tests, topic tests and Final tests are not included in a course review
- **TestOut Allowed** – Allows students the option to not have to take the entire course yet receive full credit by passing the pre-test
- **Self Registration** – Makes a course instance visible to allows students to register themselves simply by taking the course.
- **Print Certificate** – Allows students to print their own certificates upon successful completion of a course instance
- **Allow Skipping of Pre-Test** – Allows students to opt out of having to take the pre-test and move straight into the course.
- **Allow Play Video Only** – Allows students review the video file for a course without seeing any of the graphic or text elements or completing any tests.
- **Use Course Defaults** – Choose this option to allow the course instances that you create to use the settings assigned by the course author
- **Use Settings below…** - Choose this option to allow the course instances that you create to override the authored settings and use the setting you specify.
- **Course Time Limit (Minutes)** – The number of minutes the student has to complete the course
- **Idle Timeout (Minutes)** – If LearnIT is left inactive for the specified number of minutes, it will save the location of the open course (in the player) and close.
- **Passing Grade** – Establishes a minimum grade required to pass the course

Test Settings

- **Pretests / Passing Grade** – Select to have the pre-test presented and set the required passing grade
- **Quizzes / Passing Grade** – Set passing grade for topic quizzes
- **Finals / Passing Grade** - Select to have the final test presented and set the required passing grade
- **Surveys** - Select to have a survey presented
- **Test Retake Allowed** – Select to provide students with the choice to retake interactive questions again after successfully completing the first time through a section
- **Test Retake Automatic** – Select to have students automatically retake interactive questions again even though they successfully completed the first time through a section
- **Apply Test Time Limit / Test Time Limit (Minutes)** – Select to impose a time limit on the topic tests

Controls

- **Play / Pause** – Select to provide students with ability to toggle between pause and playback
- **Fast Forward** – Select to provide students with ability to fast forward through a packet
- **Rewind** – Select to provide students with ability to rewind through a packet
- **Stop** – Select to provide students with ability to stop the paying of a packet
- **SS Forward** – Select to allow students to single-step (frame-by-frame) forward through a packet
- **SS Reverse** – Select to allow students to single-step (frame-by-frame) backward through a packet

- **Next Button** – Select to allow students to click forward to the Next packet
- **Back Button** – Select to allow students to click backward to the Previous packet
- **Track Bar** – Select to make the track bar visible to the student

Date Format in Options

Canadian Users need to be cognisant of the different date formats. AdministrateIT installed with a default date format of 'mm/dd/yyyy'. If the computer(s) housing the SQL database and AdministrateIT are in Canada, chances are your Regional Settings are also set to Canada and therefore 'dd/mm/yyyy'.

Check your Regional Settings in the Control Panel. On Windows XP it's called 'Regional Settings'; in Vista it's called 'Regional and Language Options'. Don't change the settings, just note the Current format.

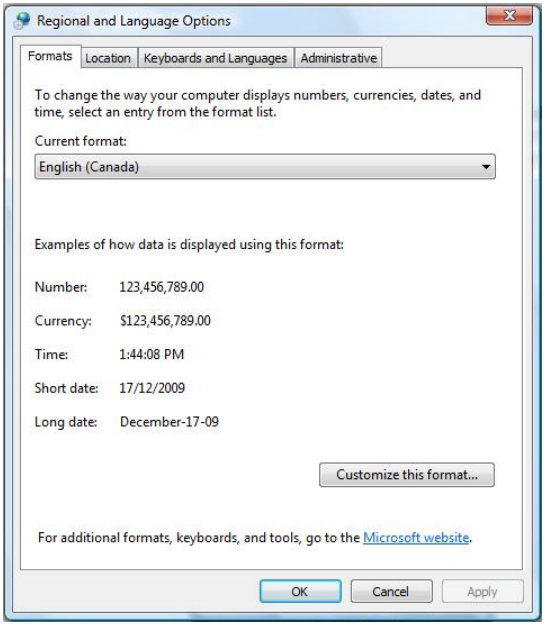


Figure 141. Setting up Canadian Date Format

In AdministrateIT select View > Options and select the Connections button on the left side of the window.

Be sure your date format matches the system date you noted in the Regional Settings.

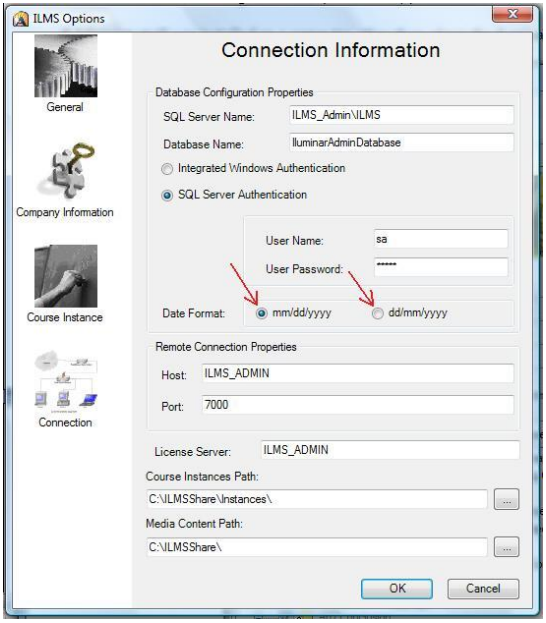


Figure 142. Setting Canadian Date Format in AdministrateIT Options

**** It is important that the Date Format in AdministrateIT matches the date format in the operating systems' Regional Settings.**

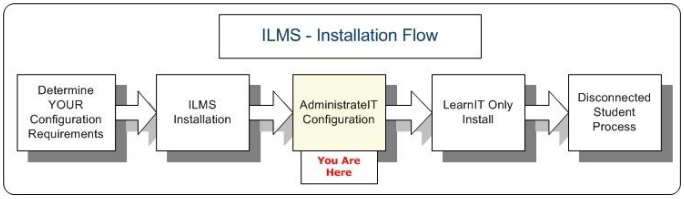


Figure 143. Installation Map

This section discusses how to manage courses with AdministrateIT.

Installing courses

Before a student can take a course, the following must be true:

- The course must be installed
- The course must be licensed
- An instance of the course must be created
- The course must be marked “Prepared”

Courses are often installed from CD but can also be installed from DVD, a hard drive or network directory. Courses can be installed in sets if they are located within the same parent folder using the same installation settings and parameters. This can greatly reduce installation time and effort.

Tip: It is a good idea to set your Course Instance Default Options before installing courses as you will have the option to generate the first course instance during the course installation. To learn more about course instance default options see page 107.

To install a course:

1. From the Course Properties tab, the Course Enrollment tab or the Course Management tab, find and click the **Install Course** icon located on the toolbar.

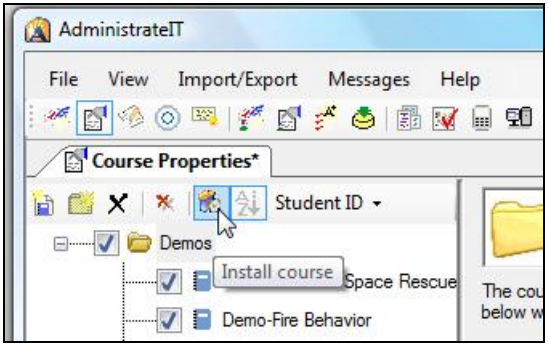


Figure 144. Install Course Button

The Install Course Wizard starts.

2. Click **Next**.

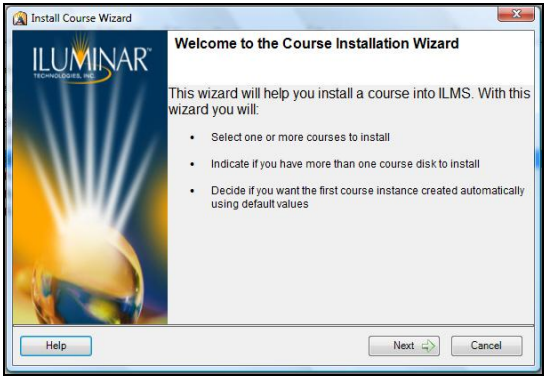

Install Course Wizard
ILUMINAR
Welcome to the Course Installation Wizard
This wizard will help you install a course into ILMS. With this wizard you will:
Select one or more courses to install
Indicate if you have more than one course disk to install
Decide if you want the first course instance created automatically using default values
Help
Next
Cancel

Figure 145. Starting up the Course Installation Wizard

3. In the **Locate a Course to Install** dialog box, click [**Browse**] and navigate to the location of the course to be installed. This is normally a .bin file proceeded by the name of the course and is usually installed directly from the course content CD.

   Any other courses under the same folder will be listed in the lower portion of the **Locate a Course to Install** dialog box. You can uncheck any of the courses that you do not want installed. When ready click the **Next** button**.**

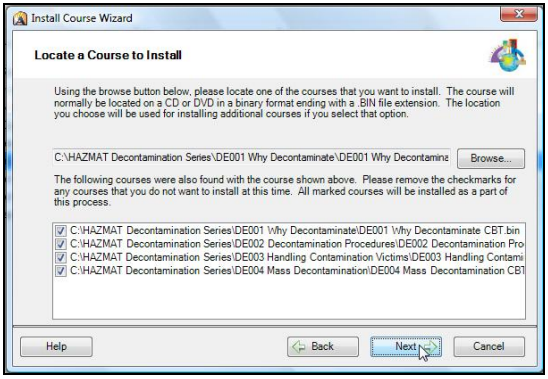

Install Course Wizard
Locate a Course to Install
Using the browse button below, please locate one of the courses that you want to install. The course will normally be located on a CD or DVD in a binary format ending with a .BIN file extension. The location you choose will be used for installing additional courses if you select that option.
C:\HAZMAT Decontamination Series\DE001 Why Decontaminate\DE001 Why Decontamina
Browse...
The following courses were also found with the course shown above. Please remove the checkmarks for any courses that you do not want to install at this time. All marked courses will be installed as a part of this process.
C:\HAZMAT Decontamination Series\DE001 Why Decontaminate\DE001 Why Decontaminate CBT.bin
C:\HAZMAT Decontamination Series\DE002 Decontamination Procedures\DE002 Decontamination Pro
C:\HAZMAT Decontamination Series\DE003 Handling Contamination Victims\DE003 Handling Contami
C:\HAZMAT Decontamination Series\DE004 Mass Decontamination\DE004 Mass Decontamination CBT
Help
Back
Next
Cancel

Figure 146. Locating a Course To Install

4. Installing a course does not automatically mean students can take the course. Course Instances need to be created first and the wizard gives you the opportunity to create the first course instance during the installation.

   The course instance wizard is covered in Chapter 15 (see page119).

   Select the checkbox to create the first course instance and then click the **ellipse** button to select or create a group location for the new course instance.

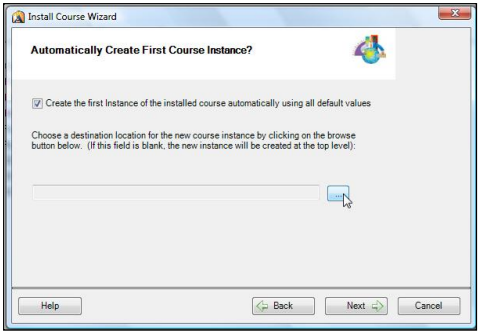

Install Course Wizard
Automatically Create First Course Instance?
Create the first Instance of the installed course automatically using all default values
Choose a destination location for the new course instance by clicking on the browse button below. (If this field is blank, the new instance will be created at the top level):
Help
Back
Next
Cancel

Figure 147. Create First Instance?

5. At this point you can select a folder or create a new folder for organizing your course instance(s). After highlighting your folder, click **OK**.

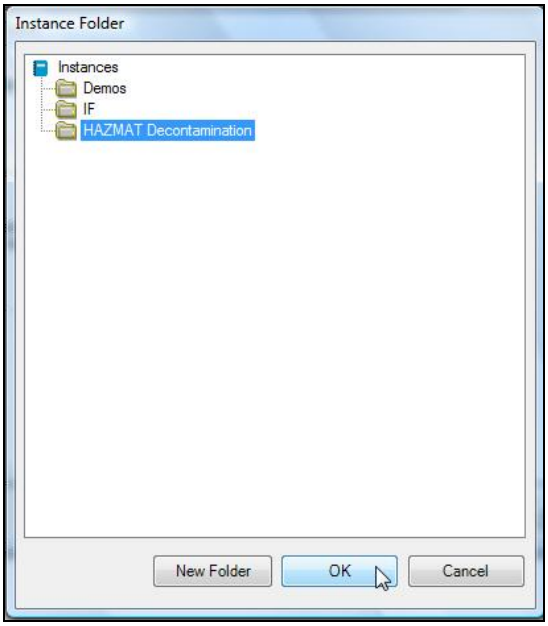


Figure 148. Create or Select an Instance Group

6. Click **Next** to continue.

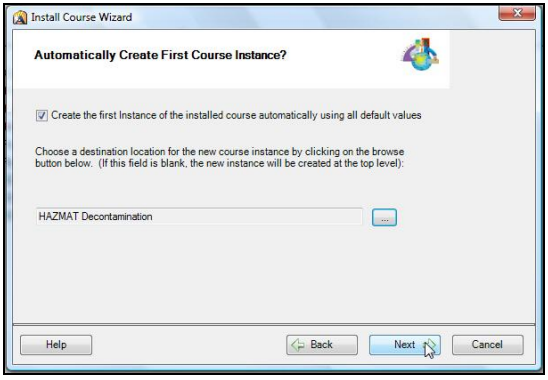

Install Course Wizard
Automatically Create First Course Instance?
Create the first Instance of the installed course automatically using all default values
Choose a destination location for the new course instance by clicking on the browse button below. (If this field is blank, the new instance will be created at the top level):
HAZMAT Decontamination
Help
Back
Next
Cancel

Figure 149. Create Instance and Group Selected

7. As a final step you can elect to install additional courses with the same settings. This mechanism is designed for CD installs where the administrator is installing a number of courses from CDs. Don't check this option unless you are installing other courses from CDs.

   Click **Finish** to begin the install or click **Back** to make changes.

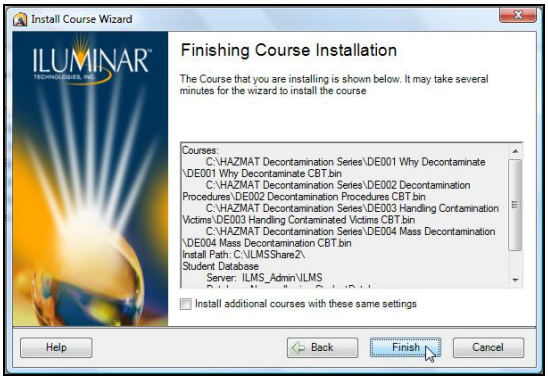

Install Course Wizard
ILUMINAR
Finishing Course Installation
The Course that you are installing is shown below. It may take several minutes for the wizard to install the course
Courses:
C:\HAZMAT Decontamination Series\DE001 Why Decontaminate \DE001 Why Decontaminate CBT.bin
C:\HAZMAT Decontamination Series\DE002 Decontamination Procedures\DE002 Decontamination Procedures CBT.bin
C:\HAZMAT Decontamination Series\DE003 Handling Contamination Victims\DE003 Handling Contaminated Victims CBT.bin
C:\HAZMAT Decontamination Series\DE004 Mass Decontamination \DE004 Mass Decontamination CBT.bin
Install Path: C:\ILMSShare2\
Student Database
Server: ILMS_Admin\ILMS
Install additional courses with these same settings
Help
Back
Finish
Cancel

Figure 150. Course Installation Summary

8. You'll see the course(s) install.

Figure 151. Course Installation Progress

Uninstalling a course

If you no longer need a course, you can uninstall it.

To uninstall a course:

1. Click the Course Management tab.
2. Select the course to be uninstalled.
3. On the toolbar, click Disable icon .
4. Click OK if you want to continue to uninstall the course.

You will also be given the option to remove the entire course content from the hard drive location where it is installed, whether locally or on the server. This will free up disk space.

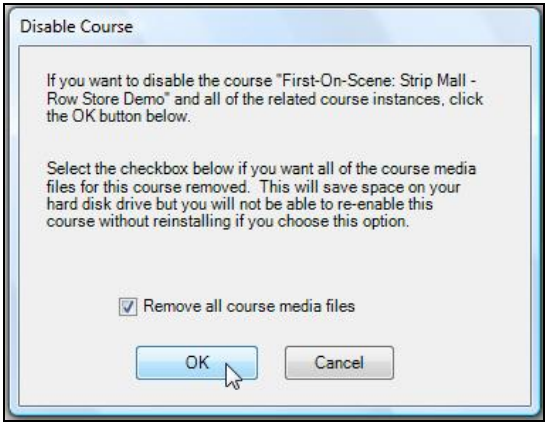

Disable Course
If you want to disable the course "First-On-Scene: Strip Mall - Row Store Demo" and all of the related course instances, click the OK button below.
Select the checkbox below if you want all of the course media files for this course removed. This will save space on your hard disk drive but you will not be able to re-enable this course without reinstalling if you choose this option.
Remove all course media files
OK
Cancel

Figure 152. Disabling a Course

You can install the course again at a later date.

Note: Even if you uninstall a course – you cannot delete any course instances. Instances are actually data created and stored in a database. Once created, data will not to be destroyed. Course instances can, however, be disabled and moved into a holding folder.

The same holds true for student accounts.

Chapter 15 - Course Instances

15

Before a student can take a course, the course must be installed (Chapter 12), licensed (Chapter 13) and then an instance created.

A course instance is an occurrence of an installed course that is tailored to the intended student audience.

- Course instances can be automatically created upon course installation
- Course instances can be created using the Create Course Instance wizard
- There is no limit to the number of course instances that can be created for a single course

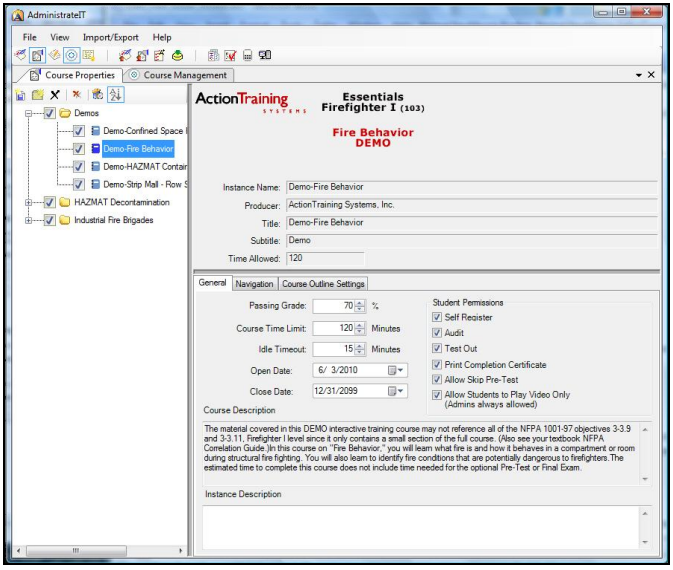

AdministrateIT
File View Import/Export Help
Course Properties
Course Management
Demos
Demo-Confined Space
Demo-Fire Behavior
Demo-HAZMAT Contain
Demo-Strip Mall - Row
HAZMAT Decontamination
Industrial Fire Brigades
ActionTraining SYSTEMS
Essentials Firefighter I (103)
Fire Behavior DEMO
Instance Name: Demo-Fire Behavior
Producer: ActionTraining Systems, Inc.
Title: Demo-Fire Behavior
Subtitle: Demo
Time Allowed: 120
General
Navigation
Course Outline Settings
Passing Grade: 70 %
Course Time Limit: 120 Minutes
Idle Timeout: 15 Minutes
Open Date: 6/ 3/2010
Close Date: 12/31/2099
Student Permissions
Self Register
Audit
Test Out
Print Completion Certificate
Allow Skip Pre-Test
Allow Students to Play Video Only (Admins always allowed)
Course Description
The material covered in this DEMO interactive training course may not reference all of the NFPA 1001-97 objectives 3-3.9 and 3-3.11, Firefighter I level since it only contains a small section of the full course. (Also see your textbook NFPA Correlation Guide.)In this course on "Fire Behavior," you will learn what fire is and how it behaves in a compartment or room during structural fire fighting. You will also learn to identify fire conditions that are potentially dangerous to firefighters.The estimated time to complete this course does not include time needed for the optional Pre-Test or Final Exam.
Instance Description

Figure 153. General Course Properties

General Settings

- **Instance Name**
  The administrator provides instance names when a course instance is created. The instance name can be changed by the administrator after the instance has been created.
- **Producer**
  Companies that produce the courses are listed as the Producer. This name will be displayed in the Producer field and cannot be edited by an administrator.
- **Title**
  Authors of a course will give the course they create a name before they publish it. This name will be displayed in the Title field and cannot be edited by an administrator.
- **Subtitle**
  The subtitle refers to the category or series that the course belongs to. This name will be displayed in the Subtitle field and cannot be edited by an administrator.
- **Course Description**
  When the course author creates the course, they enter a course description to explain the content of the course and what the purpose of the course is. An administrator cannot edit this field.
- **Instance Description**
  The instance creator can edit the description, if desired. An instance description should tell a student what the content of the instance is about. It should give them an idea of what the purpose of the instance is, as well as expanding on the Course Description, indicating any custom slides and graphics to the course.
- **Self-Register**
  Usually an administrator will have to enroll a student in a course in order for them to take it. If the administrator chooses, they can enable self-registration

and the student will be able to enroll themselves in the course without the aid of a system administrator.

- **Audit**
  Auditing a course is the action of reviewing the content of the course without actually taking the course for credit. With this option enabled, a student can view the whole course or select from a combination of text, video, graphics, and tests. This doesn't affect the student's scores or progress.
- **Test Out**
  With the Test Out option selected, a student is given the opportunity to challenge the course. A student can take a pre-test to check their knowledge of the course content. If they pass, they do not have to take the course.
- **Print Completion Certificate**
  Selecting Print Completion Certificate will allow a student to print their own Completion Certificate upon successful completion of a course. The administrator can also print a student's course Completion Certificate at any time.
- **Allow Skip Pre-Test**
  Allow students to skip taking the pre-test if one is included in course instance.
- **Allow Student to Play Video Only**
  Allow students to only play the video content of a course. No tests are presented and no credit will be given for completing the course. Whether checked or not, administrators can always play video only.
- **Passing Grade**
  This sets the minimum grade level required to pass the course. To learn more about how courses are graded please see page 193.
- **Course Time Limit**
  Students can be required to complete a course within a specified time limit. To do this, set the time limit in this field.

- **Idle Timeout**
  You can set this to make it so that if a course instance becomes idle for too long after it's been started, the course times out and the student needs to restart the course.
- **Open Date**
  Students cannot take a course until after the Open Date. For example, if you set the open date to be four days after you create the instance, students will have to wait four days before taking the class.
- **Close Date**
  Students cannot take the course after the Close Date.

Navigation Options

When the administrator is creating the instance, they can select which options the students will have for navigating through the course. For instance, you can disable rewinding the videos, or clicking the back button, so that the users must review at review points only.

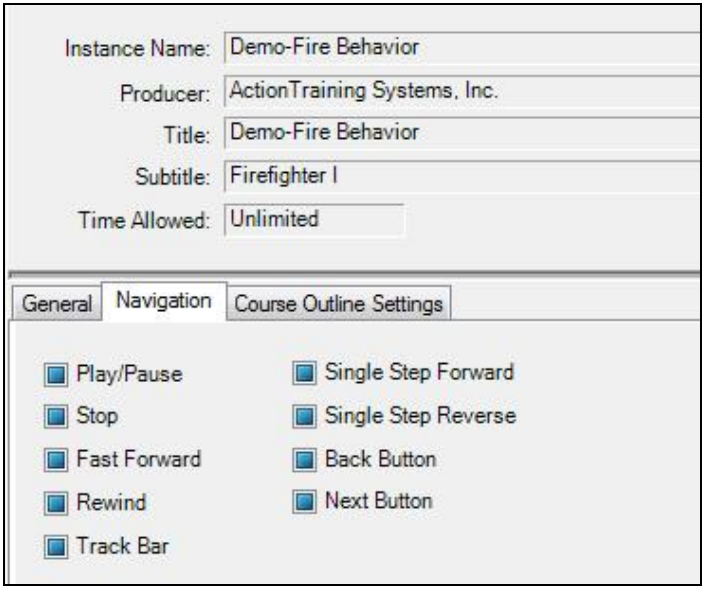


Figure 154 - Course Properties, Navigation Tab

Course Outline Settings

The Course Outline Settings allows the administrator to identify the elements of a course that are presented to a student for a specific course instance.

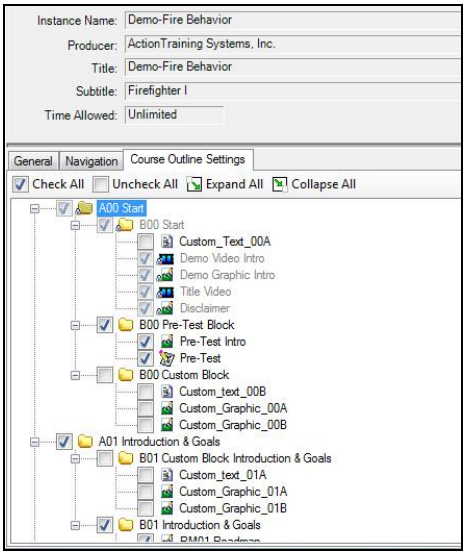


Figure 155 - Course Properties, Course Outline Settings Tab

Creating a Course Instance

To begin creating a course instance, from the Course Management Tab, select the course you want to use. Be aware that the initial values for the course instance properties will be established based on the default course instance values as described in Chapter 13, page 103).

1. Click the "Create New Course Instance…" icon.

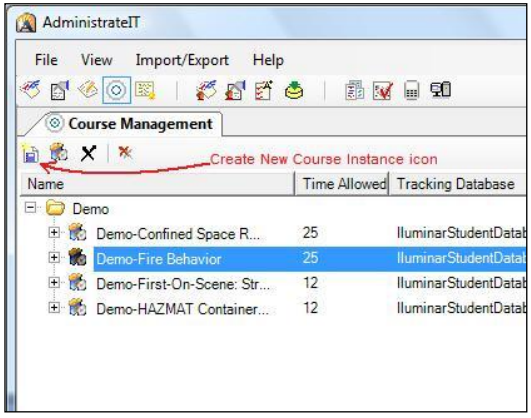


Figure 156. Creating a Course Instance

2. The course instance wizard appears.

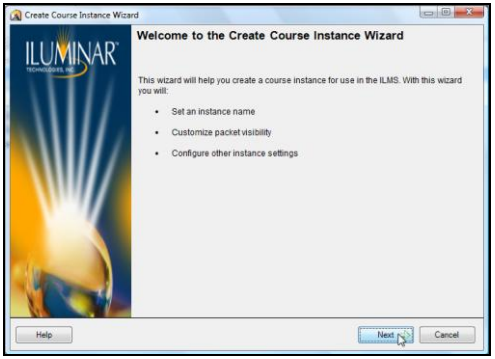

Create Course Instance Wizard
ILUMINAR
Welcome to the Create Course Instance Wizard
This wizard will help you create a course instance for use in the ILMS. With this wizard you will:
Set an instance name
Customize packet visibility
Configure other instance settings
Help
Next
Cancel

Figure 157. The Create Instance Wizard

3. Edit the suggested course instance name so it makes sense with respect to the target students. Browse to select a folder from the list or create a folder.

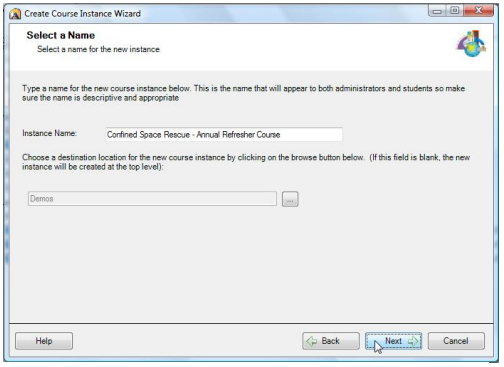

Create Course Instance Wizard
Select a Name
Select a name for the new instance
Type a name for the new course instance below. This is the name that will appear to both administrators and students so make sure the name is descriptive and appropriate
Instance Name:
Confined Space Rescue - Annual Refresher Course
Choose a destination location for the new course instance by clicking on the browse button below. (If this field is blank, the new instance will be created at the top level):
Demos
Help
Back
Next
Cancel

Figure 158 - Naming Course Instance

4. Add in your course instance description. Remember, the student will see this description in LearnIT.

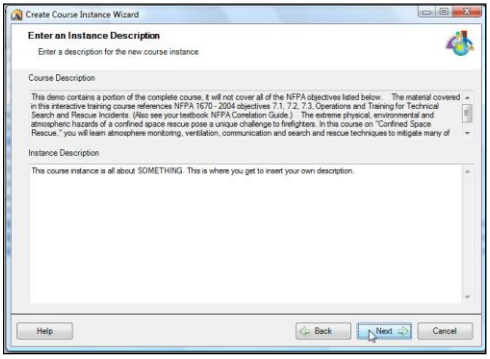

Create Course Instance Wizard
Enter an Instance Description
Enter a description for the new course instance
Course Description
This demo contains a portion of the complete course, it will not cover all of the NFPA objectives listed below. The material covered in this interactive training course references NFPA 1670 - 2004 objectives 7.1, 7.2, 7.3, Operations and Training for Technical Search and Rescue Incidents. (Also see your textbook NFPA Correlation Guide.) The extreme physical, environmental and atmospheric hazards of a confined space rescue pose a unique challenge to firefighters. In this course on "Confined Space Rescue," you will learn atmosphere monitoring, ventilation, communication and search and rescue techniques to mitigate many of
Instance Description
This course instance is all about SOMETHING. This is where you get to insert your own description.
Help
Back
Next
Cancel

Figure 159 - Course Instance Description

5. Course instance date settings as well as other timing and passing grade settings.

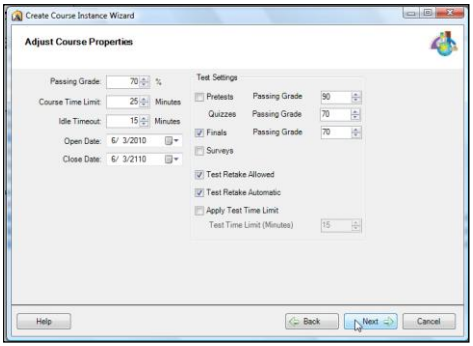


Figure 160 - Course Instance Properties

6. Select any packets that you wish to hide or make visible.

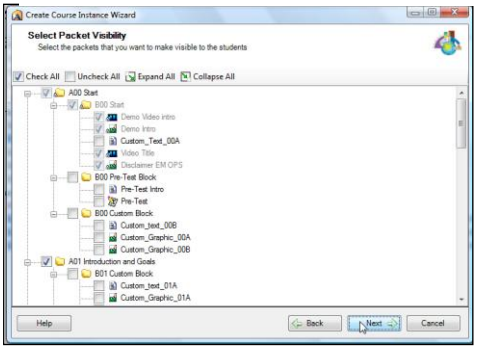


Figure 161 - Course Instance Packet Visibility

7. Select other course instance behavioral settings.

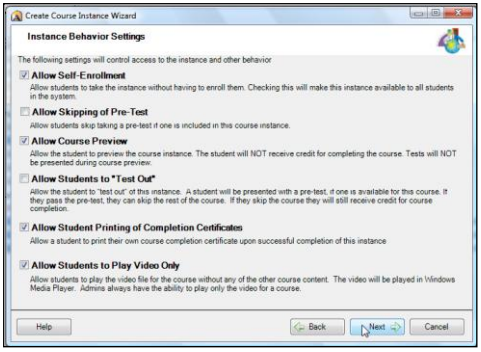

Create Course Instance Wizard
Instance Behavior Settings
The following settings will control access to the instance and other behavior
Allow Self-Enrollment
Allow students to take the instance without having to enroll them. Checking this will make this instance available to all students in the system.
Allow Skipping of Pre-Test
Allow students skip taking a pre-test if one is included in this course instance.
Allow Course Preview
Allow the student to preview the course instance. The student will NOT receive credit for completing the course. Tests will NOT be presented during course preview.
Allow Students to "Test Out"
Allow the student to "test out" of this instance. A student will be presented with a pre-test, if one is available for this course. If they pass the pre-test, they can skip the rest of the course. If they skip the course they will still receive credit for course completion.
Allow Student Printing of Completion Certificates
Allow a student to print their own course completion certificate upon successful completion of this instance
Allow Students to Play Video Only
Allow students to play the video file for the course without any of the other course content. The video will be played in Windows Media Player. Admins always have the ability to play only the video for a course.
Help
Back
Next
Cancel

Figure 162 - Course Instance Behavioral Settings

8. VCR Controls

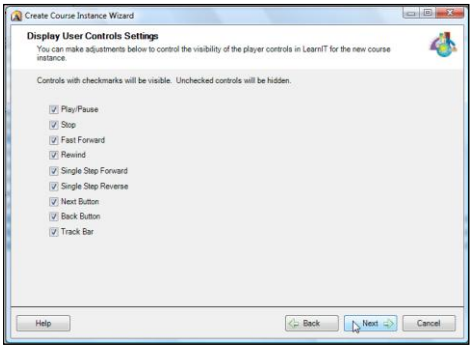


Figure 163 - Course Instance User Controls

9. Confirmation Window

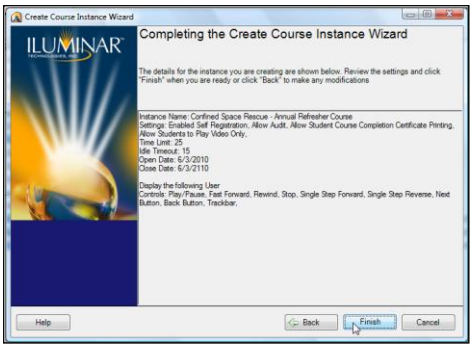

Create Course Instance Wizard
ILUMINAR
Completing the Create Course Instance Wizard
The details for the instance you are creating are shown below. Review the settings and click "Finish" when you are ready or click "Back" to make any modifications
Instance Name: Confined Space Rescue - Annual Refresher Course
Settings: Enabled Self Registration, Allow Audit, Allow Student Course Completion Certificate Printing, Allow Students to Play Video Only.
Time Limit: 25
Idle Timeout: 15
Open Date: 6/3/2010
Close Date: 6/3/2110
Display the following User Controls: Play/Pause, Fast Forward, Rewind, Stop, Single Step Forward, Single Step Reverse, Next Button, Back Button, Trackbar.
Help
Back
Finish
Cancel

Figure 164 - Course Instance Confirmation

You can always edit the course instance features after the instance has been created but *before* any student begins taking the course. Once the first test is taken by a student, the course instance becomes locked.

Before a course instance is marked as prepared, an administrator can take the instance without generating any data. This is a view of the Course Instance Properties when course instances can be tweaked before they are marked prepared and become visible to students. To learn more of the states of preparedness and locking course instances, see page 137.

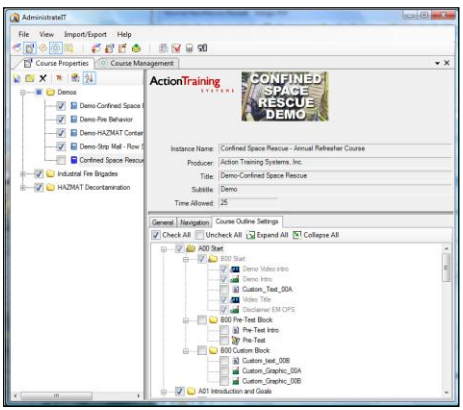


Figure 165 - Course Instance Properties

Creating Custom Questions

In any course instance you can create custom questions and add them to a topic test within the course.

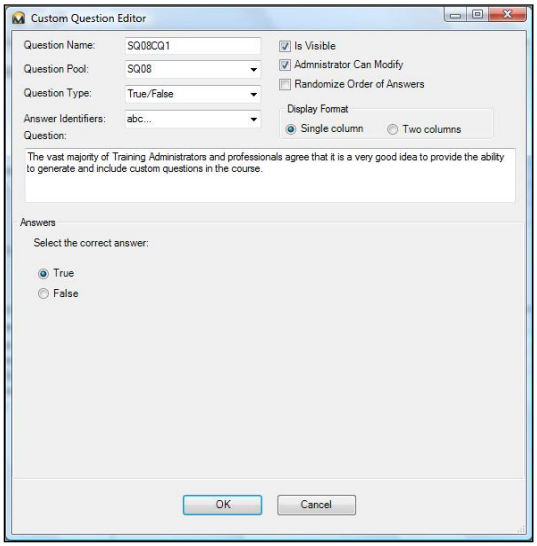


Figure 166 - Custom Question Interface

Custom Question Fields

- **Question Name**
  Enter a name for the custom question.
- **Question Pool**
  Select the question pool from the drop-down menu. This default pool will be related to the test selected however you can choose another pool.
- **Question Type**
  Select the question type from the drop-down menu. This type will be one of the following: true/false, multiple choice, rank order, or essay.
- **Administrator can Modify**
  Click this checkbox to allow an administrator to modify this question.

- **Is Visible**
  Click this checkbox to make this question visible to students taking this course. Leave it unchecked to hide it from students.
- **Randomize Order of Answers**
  Click this checkbox to make answers appear in random order.
- **Display Format**
  Choose **Single column** or **Two columns**.
- **Answer Identifiers**
  Use the drop-down menu to choose as follows: ABC, abc, 123, or bullets. These identifiers will display next to the answers in a course to make the answers more visible.
- **Add Answers**
  Click this button to add an answer to a custom question.
- **Modify Answers**
  Click an answer, and then click the **Modify Answers** button to edit an answer.
- **Remove Answer**
  Click this button to remove an existing answer from a question

To include custom questions in a test

- On the 'Test Settings' tab, highlight the course instance to which you'd like to add a custom question.
- Select a section test and click the "Add" button.

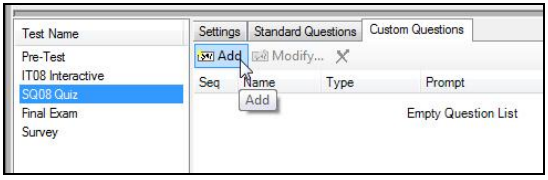


Figure 167 - Add Custom Question

- Begin creating your custom question and defining its properties.

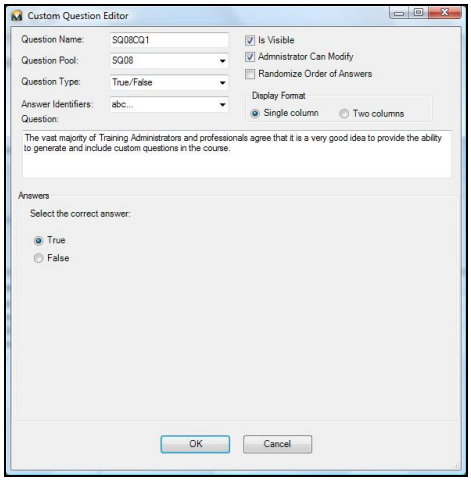


Figure 168 - Add Custom Question Properties

  - When completed you'll see your new question in the list. Be sure to update the question count and passing requirements.

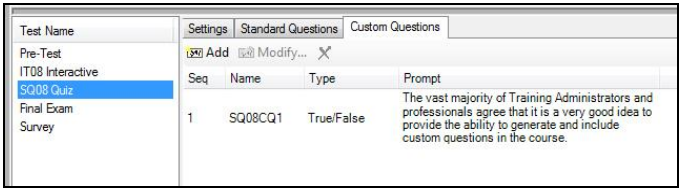


Figure 169 - Newly Added Custom Question

Disabling/enabling course instances

Course instances can be enabled or disabled from 4 places within AdministrateIT: on the **Course Properties** tab, on the **Course Management** tab, on the **Course Enrollment** tab and the **Test Settings** tab.

> **Note:** Even if you uninstall a course – you can not **delete** any course instances. Instances are actually data created and stored in a database. Once created, data is not to be destroyed. Course instances can only be disabled and moved into a holding folder. Deleting a course will disable all its instances.

To disable course instances:

1. From the main window, click the **Course Properties** tab.
2. In the **left** pane, click the instance you want to disable, and then click the **Disable Course Instance** icon.
3. The instance becomes disabled. You might move it to a Disabled Instances folder

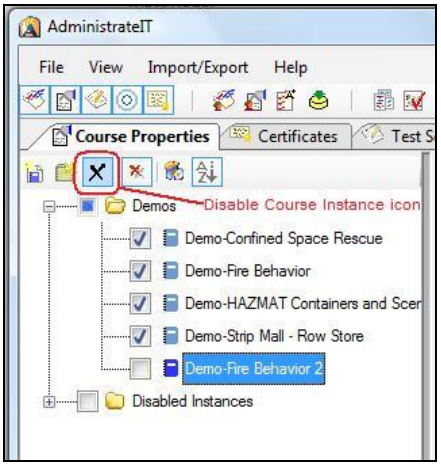


Figure 170 - Disable Course Instance Icon

To enable course instances:

1. From the main window, click the **Course Properties** tab.
2. Right-click the disabled instance you want to enable, and then click **Enable.** The instance is once again available as a course.

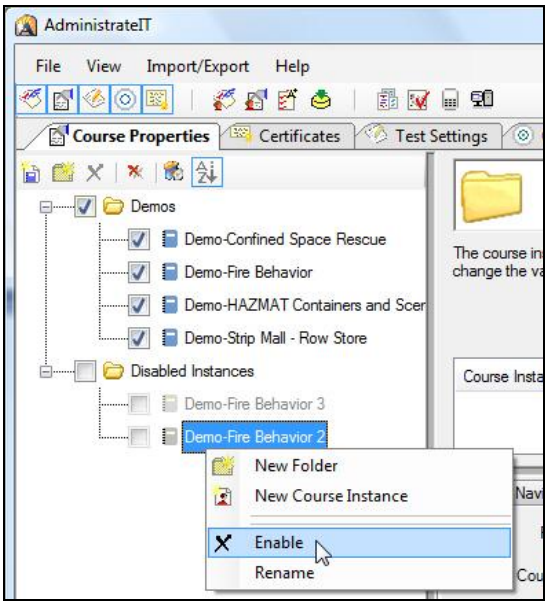


Figure 171 - Enable Course Instance

Course Properties Tab

The reason for having course instances in the first place is to provide a method of customizing a course for a specific group of students. Course instances allow you to have many variations of an installed course. The Course Properties tab is where instances can be viewed and modified.

The left pane of the Course Properties tab lists your course instances. The upper-right pane shows details relating to a selected course instance and the lower-right pane offers editing capabilities to the instance properties. Thus as an Administrator you can select a course instance and fine tune its properties after creating it.

Single Instance Selection

If you select only one single instance in the left pane, you will have the ability to view and edit General settings, Navigational settings and Course Outline settings pertaining to the selected instance.

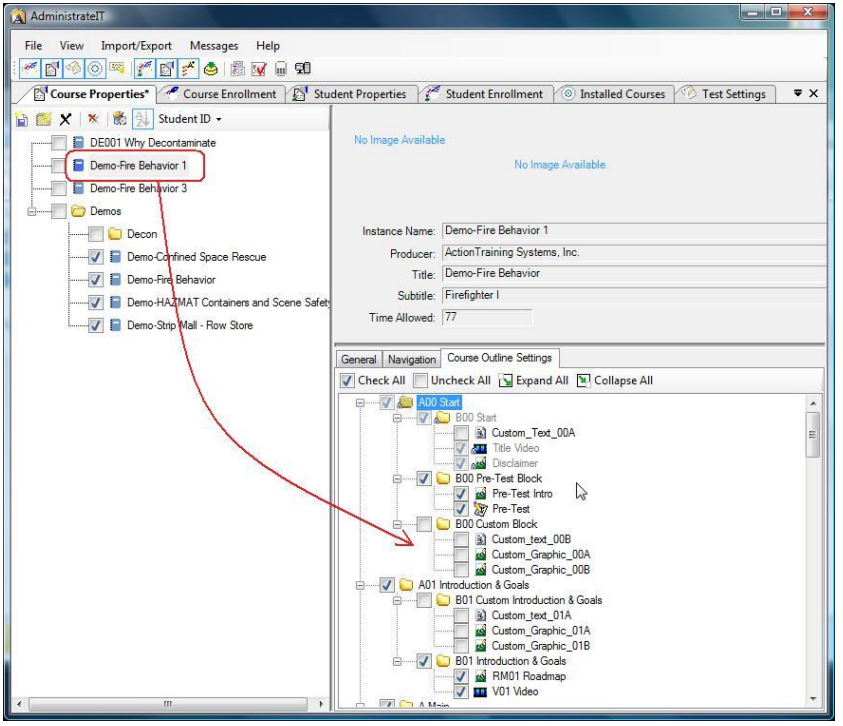


Figure 172 - Selecting Single Instance

Multiple Instance Selection

This is when you select 2 or more instances. This is a handy way of setting or adjusting some of the global properties common to all instances. These common properties are found on the General and Navigation sub-tabs.

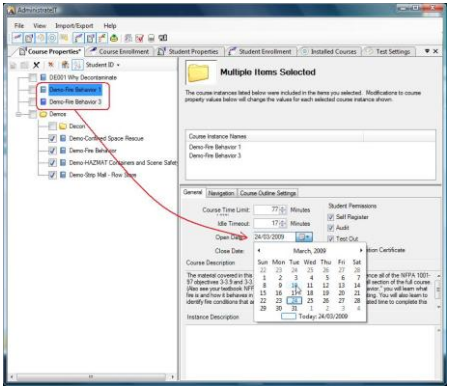


Figure 173 - Select Multiple Instance

When multiple instances are selected the upper-right pane displays a list of instances selected. In the lower-right pane you can now make global changes to all the selected instances at the same time.

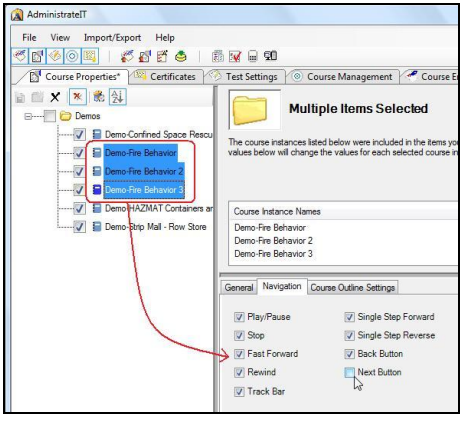


Figure 174 - Edit Multiple Instances

Test Settings

The Test Settings tab allows for customization of test settings and questions on an individual or multiple course instance basis. There are three instance-selection modes; Single Instance Selection, Homogeneous Instance Selection or Heterogeneous Instance Selection.

The left pane of the Test Settings tab lists your course instances. The upper-right pane shows details relating to a selected course instance and the lower-right pane offers editing capabilities of the tests and questions properties. Thus as an Administrator you can select a course instance and fine tune its tests and questions.

Single Instance Selection

If you select only one single instance in the left pane, you will see the instance details in the upper-right pane. A list of tests is presented in the lower-right pane, which are available for you to work with. Test settings, custom questions and even grading can be modified on a test-by-test basis.

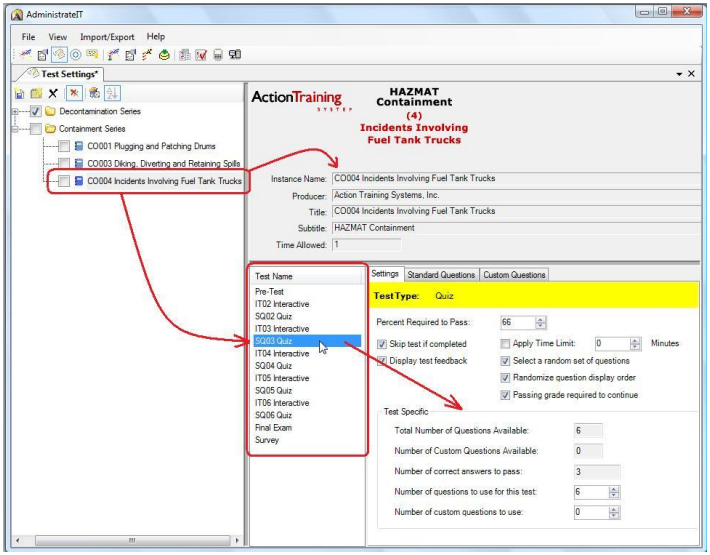


Figure 175 - Single Instance Test Settings

Homogeneous Instance Selection

A homogeneous selection contains 2 or more instances from the same installed course. Use this to set or adjust some of the global test properties common to the selected instances stemming from the same installed course.

When multiple instances are selected the upper-right pane displays a list of instances selected.

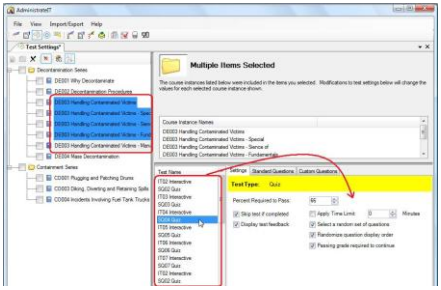


Figure 176 - Multiple Instance Test Settings

Heterogeneous Instance Selection

A heterogeneous selection contains 2 or more instances from different installed course. This is a handy way of setting or adjusting some of the global test properties common to all instances.

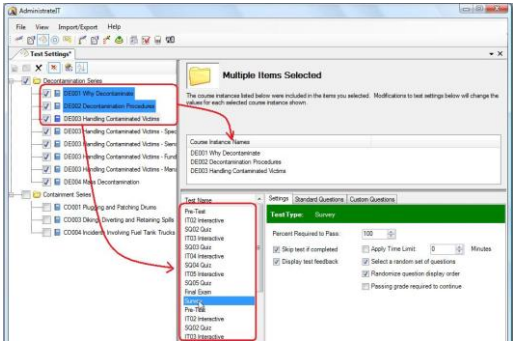


Figure 177 - Multiple Instance Test Settings

When multiple instances are selected the upper-right pane displays a list of instances selected.

Course Completion Certificates

Each course instance has the ability to support its own highly customizable course completion certificate.

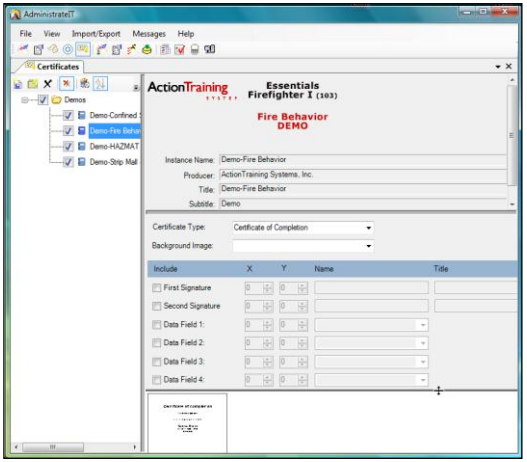


Figure 178 - Course Completion Certificate

Open the Certificates tab. You can select course instances from the group level, select multiple instances or select a single instance in order to customize their respective certificates.

A mock-up of the certificate is visible in the bottom pane. You can adjust the size of the panes in order to better see how your changes will look in the certificate.

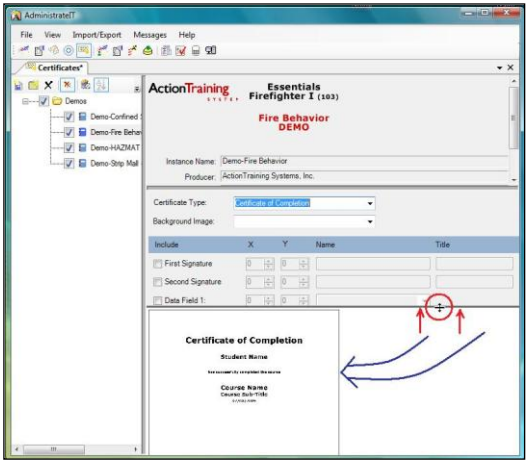


Figure 179 - Resize Certificate Preview

You can choose from a number of certificate titles and background colors.

Figure 180 - Certificate Title

You can include 1 or 2 signature fields and/or other student specific fields such as Student ID, Phone Number, Cell Number, Email, Department, Unique External ID, Address.

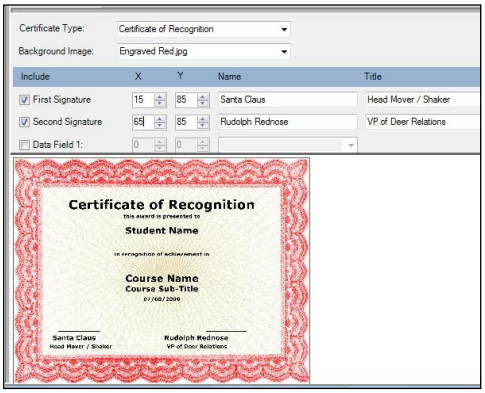


Figure 181 - Certificate Fields

Course Instances - State of Preparedness

In developing a course, an administrator often has a target audience in mind and may want to try out a course instance before releasing it to students. A course instance can be either 'prepared' or 'unprepared'. These states of preparedness determine whether or not the administrator has trial run access to a particular course instance as well as whether or not the instance is displayed to a student.

Once a course instance is prepared, students can see the course in the LearnIT course browser and take the course, subject to enrollment restrictions and other rules. Once any student starts to take a specific course instance, the course will be locked as soon as they complete the first test items in the course. (See Course Instances – Locked / Unlocked below.)

Unprepared Course Instance:

- Allows administrator review before making an instance available to students
- Administrator can verify the look and feel of the instance before students
- Changes can still be made after Administrator's trial run
- Course instances are not wasted if they aren't initially created correctly
- There is no limit to the number of trial runs while an instance is unprepared
- Unprepared course instance isn't visible to students but is always visible to administrators

Prepared Course Instance:

- Course is now available to students
- Upon completing the first test items in the course, the instance becomes locked
- Enrollment restrictions and other rules may still prevent students from seeing course instances

Managing States of Preparedness:

In AdministrateIT you'll find your course instances in the Course Properties tab. The states of preparedness are managed by the checkboxes associated with each course instance.

By default, course instances you create are not checked and therefore unprepared. When the ILMS system is first installed the initial instances of the built-in DEMO courses are checked and therefore prepared. This allows administrators or students to open LearnIT right away and begin utilizing these DEMO course instances without any other setup or administrative work.

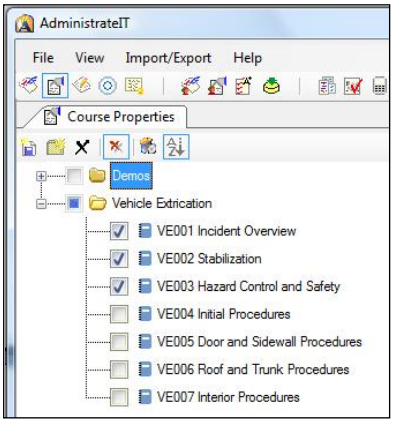


Figure 182 - Instance States of Preparedness

When you're ready to release a course instance to the students, simply check the box associated with the instance.

Trial Run:

A trial run is exactly that, a trial run of the course instance. You might think of it as being 'Available for Administrator Preview'.

Note: Only administrators can view and take these unprepared instances.

Regular students will not be able to see unprepared instances. This is handy for administrators who want to test the look and feel of their course instance.

An instance is automatically available for trial run when it is created. Simply leave the checkbox unchecked and regular students will not be able to see the course in the LearnIT course browser. Log into LearnIT as an administrator and you will be able to see and take the unprepared course as a trial run.

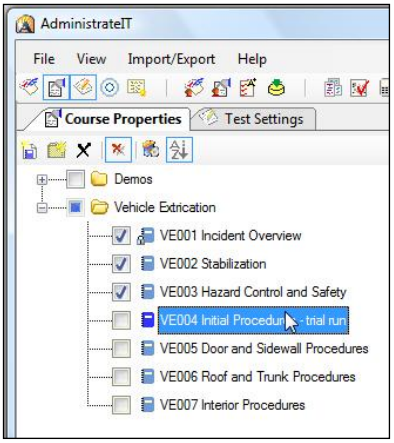


Figure 183 - Instance Trial Run

Folder Level Checkbox:

You will likely organize your course instances into folders. Within the Course Properties tab the folder-levels can be expanded to display instances and sub-folders within. It can also be collapsed to hide all its contents.

A collapsed folder will have a little plus sign (+) beside it indicating that is it expandable.

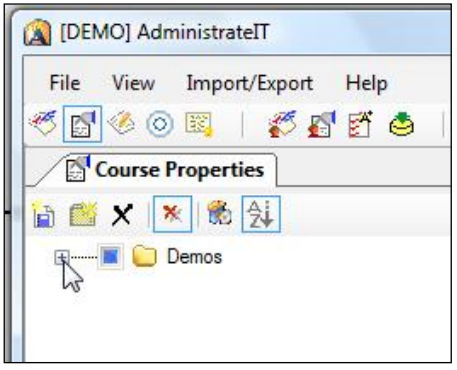
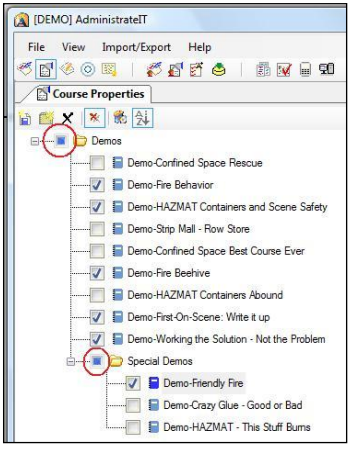


Figure 184 - Instance Folder Tree



A folder-level checkbox that is a solid blue color, indicated an indeterminate state of preparedness for the course instances within. Expanding this folder will reveal that some instances are prepared (checked) and others are not.

Figure 185 - Folder Level

You can quickly set ALL the course instances, within a folder, to a prepared state by simply checking the parent folder level.

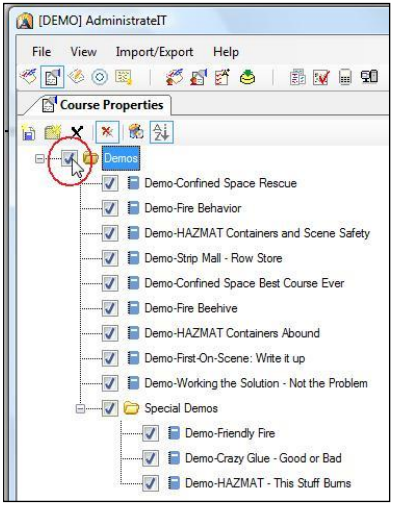


Figure 186 - Folder Level Prepared

Similarly, you can quickly set ALL the instances, within a folder, to an unprepared state by unchecking the parent folder level.

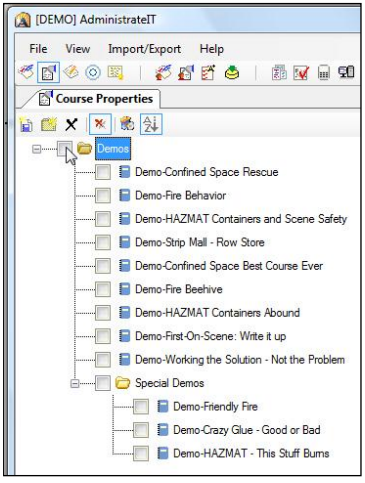


Figure 187 - Folder Level Unprepared

If you uncheck a parent folder level, any locked instances within that branch will remain checked preserving that instances' prepared state. (See Course Instances – Locked / Unlocked below.)

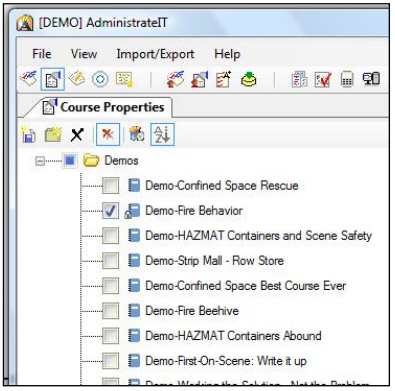


Figure 188 - Once Locked Always Prepared

Course Instances – Locked / Unlocked

A course instance can be locked or unlocked. If the icon shows a small lock in the lower left corner then the instance is locked and can't be edited or changed.

When a course instance is first created it is in an unlocked state (no lock in the icon). The instance is also not visible by a regular student (no checkmark). An unlocked, unchecked course is said to be ready for trial run.

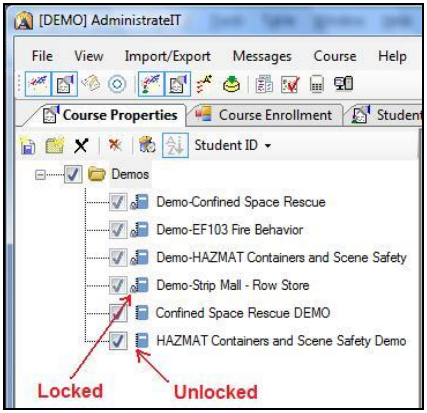


Figure 189 - Locked / Unlocked

An instance becomes locked once the first student, to take the instance, completes the first test. Until then the administrator can still edit the instance. Also, any legacy instances that already existed before upgrading from a 1.x version of ILMS, will be locked.

> Note: An instance becomes locked once the first student completes the first test. The first test can be any type of test (Pre-test, interactive test, Section quiz, Final exam or even a Survey).

Course Instances – Enabled / Disabled

Course instances can be enabled or disabled. Newly created instances are enabled by default. If you wish to disable a course instance simply right-click on the instance and select Disable from the context menu.

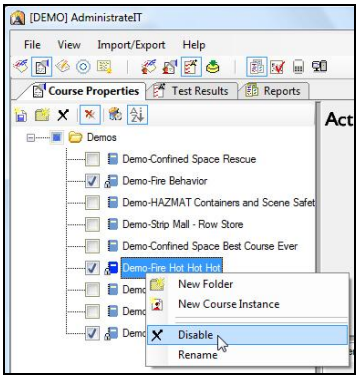


Figure 190 - Disable Instance

Disabled course instances can always be re-enabled.

> Note: It is never good form to delete data once it has been created. Therefore, once created, course instances cannot be deleted from the database. Disabling a course instance is analogous to deleting it without losing it.

Once an instance has been disabled, it will be hidden or it will be displayed using gray text to indicate that it is disabled and not available for use.

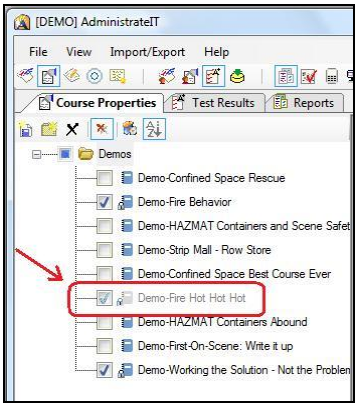


Figure 191 - Disabled Instance

Course instances that have been disabled will not be visible in the LearnIT course browser unless you change the state of the Hide/Show Disabled Items button on the toolbar.

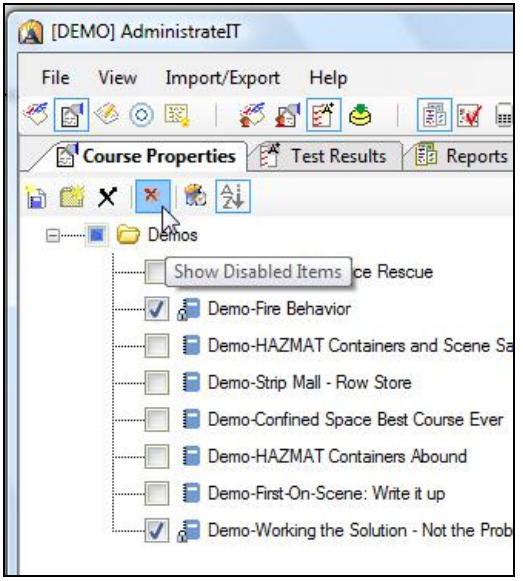


Figure 192 - Hide/Show Disabled Items

Editing Course Properties

After course instances are created, you can still modify the properties that were set initially as long as no student has begun taking the course instance. Once the first test of an instance is completed, its properties are locked down.

To edit course properties:

1. From the main window, click the **Course Properties** tab.
2. In the left pane, click the course instance whose properties you want to edit.
3. In the lower right pane select the General properties, Navigational properties, or Course Outline Settings.
4. Click **Edit** to modify course properties.

Viewing Course Enrollment

There are two ways an administrator can review course enrollment – on the **Course Enrollment** tab and the **Student Enrollment** tab.

To review course enrollment from the Course Enrollment tab:

Choose one or more course instances in the course instance tree on the left side of the window.

The right side of the window will display a panel showing the students available for enrollment in the selected set of courses. The panel directly beneath the available students will display the students enrolled in the selected set of courses.

To view course enrollment from the Student Enrollment tab:

Choose one or more students in the student tree on the left side of the window.

The right side of the window will display a panel showing the courses available for enrollment. The panel directly beneath the available courses will display the list of all courses that any of the selected students are already enrolled.

If you select more than one student, you may see a course duplicated in both the available courses panel and the enrolled courses panel. This is an indication that

one or more students in the set of selected students is enrolled in the course and that one or more of the students in the same set is not enrolled in the course.

Viewing and Editing Course Test Settings

Test settings are used to customize the specific characteristics of a test such as time limit, custom questions, and so on.

To access test settings:

1. From the main window, click the **Test Settings** icon.
2. Select a course instance. From the left pane you can edit test settings.

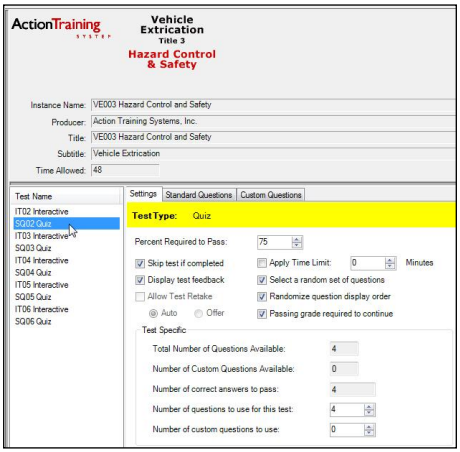


Figure 193 - Test Settings

Test Settings

- **Test Name**
  Displays a list of tests within the course instance
- **Total Number of Questions Available**
  This field shows the number of questions that are contained within the selected test.
- **Number of Custom Questions Available**
  This field shows the number of custom questions that are contained within the selected test.
- **Skip Test if Completed**
  Check this box to allow the student to skip a previously completed test.
- **Display Test Feedback**
  Use this option to specify if test feedback is displayed during a course.

- **Number of questions to use for this test**
  Select this option to set the number of questions that will be presented on a test.
- **Passing Percentage**
  Set the passing percentage to require a student to attain that percentage on a course to pass.
- **Number of correct answers to pass**
  This option requires a student to correctly answer a specified number of questions correctly to pass a course.
- **Number of custom questions to use**
  This tells the administrator how many custom questions are currently available. The administrator can also set a specified number of custom questions to be included on a given test.
- **Randomize Question Display Order**
  Select this checkbox to enable the questions to display in random order each time the test is taken.
- **Passing Grade Required to Continue**
  Select this option to disable a student, with a failing score, from moving on to the next portion of a course. If it is selected, the student must obtain a passing score to continue.
- **Add**

  Use this button to create custom questions. These questions you add to a test are created after a course is published.
- **Modify…**

  You can edit custom questions you've already created with this option.
- **Remove**
  If you want to remove a question after you've created it use the delete button to do so.

Viewing student test results

Administrators can review the results of any tests taken by a student.

To review student test results:

1. From the main window, click the **Test Results** tab.
2. Highlight a student in the **Students** list.

   A list of course instances taken by the student, displays in the lower right pane.
3. The tests and results are listed under each course

   The list of tests and results can be arranged by instances or students

Creating survey tests

Survey tests are designed to give training personnel the opportunity to connect with the student base. Training staff can use these surveys to gain insight into the student environment and gather opinions and input from outside the scope of the training perspective. Survey tests do not receive grades and are anonymous.

Administrators can create surveys very easily, if the course author has provided them with a survey test.

- If an author has created a survey test, you can select it while you are creating a course instance (See Select Packet Visibility).
- Make it visible and add custom questions to which you want your students to respond.

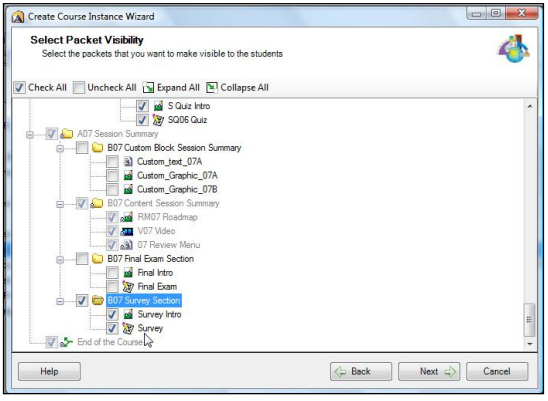


Figure 194 - Creating Survey Tests

Chapter 16 - Student Accounts

16

This section will describe how to handle students in AdministrateIT.

Organizing students

Organizing students is an integral part of the AdministrateIT application. You can create and modify student accounts, track student progress, view reports based on student data, and use other helpful features that are beneficial when you need to maintain a student roster.

In this section, you'll find procedures for:

- Creating student folders
- Creating a new student account
- Enrolling a student in a course
- Withdrawing a student from a course
- Editing an existing student account
- Disabling an existing student account

Creating a student folder

Student folders are used for organizing your student accounts into logical, meaningful groups.

You can create your student folders before, during or after creating student accounts.

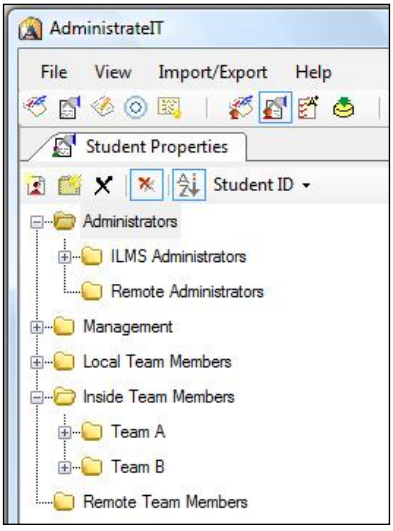


Figure 195 - Example of Student Folder Tree

To create a student folder:

Student folders can be created from either the Student Properties tab or the Student Enrollment tab.

1. In AdministrateIT open the **Student Properties** tab.
2. Click on the **New Folder** button.
3. Type in the name of the new folder and hit 'Enter'.

Drag and Drop Student Folder

Student folders can be moved and organized into tree structures by dragging and dropping them. While dragging, an indicator line will be displayed to help you place the folder accurately.

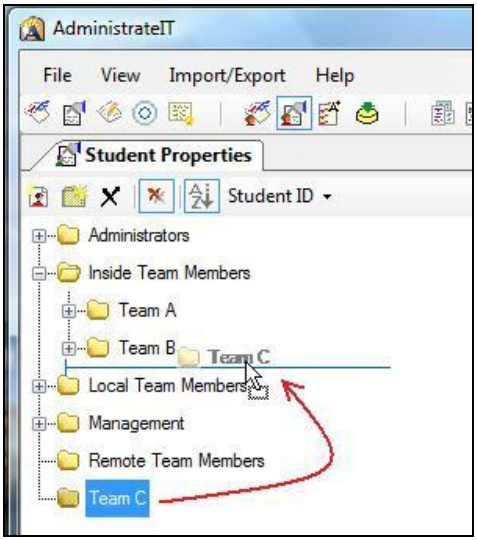


Figure 196 - Drag and Drop Folder

To Drag and Drop a Folder:

- Using the left mouse button click and hold the folder you want to move
- While still holding, carefully move the mouse up and down the tree
- The indicator line will help show you where you are
- When ready, release the left mouse button to drop the folder

Creating a new student account

Student accounts can be created from either the Student Properties tab or the Student Enrollment tab, by invoking the New Student wizard.

To create a new student account:

1. In AdministrateIT open the **Student Properties** tab.
2. If you have it ready, select the folder into which you would like the new student account created and click on the **New Student** button.
3. The Create Student wizard will appear. Fill out the form with the correct information. Fields with **bold labels** are mandatory and the account cannot be created unless all mandatory fields are populated.

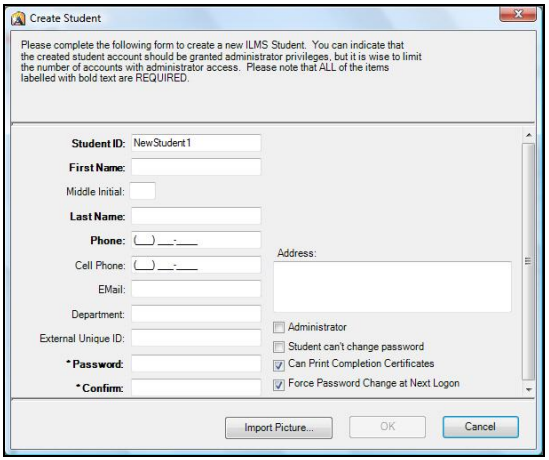
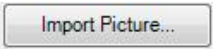
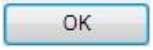

Create Student
Please complete the following form to create a new ILMS Student. You can indicate that the created student account should be granted administrator privileges, but it is wise to limit the number of accounts with administrator access. Please note that ALL of the items labelled with bold text are REQUIRED.
Student ID:
NewStudent1
First Name:
Middle Initial:
Last Name:
Phone:
Cell Phone:
EMail:
Department:
External Unique ID:
*Password:
*Confirm:
Address:
Administrator
Student can't change password
Can Print Completion Certificates
Force Password Change at Next Logon
Import Picture...
OK
Cancel

Figure 197 - Create Student Wizard

4. Click the  button to import an image of the student.
5. Click the  button to create the new student account and close the wizard.

Drag and Drop Student Account

Student accounts can be moved and organized into tree structures by dragging and dropping them. While dragging, an indicator will be displayed to help you select and place the account accurately.

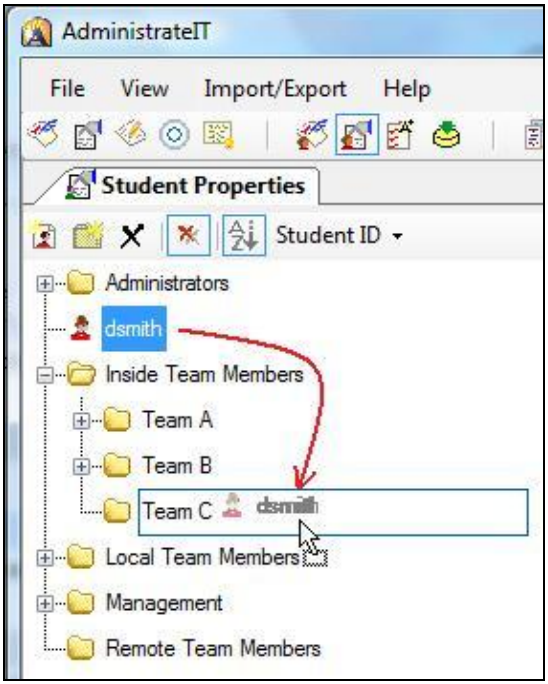


Figure 198 - Drag and Drop Student Account

To drag and drop a student account:

- Using the left mouse button click and hold the account name you want to move
- While still holding, carefully move the mouse up and down the tree
- The indicator line will help show you where you are
- When ready, release the left mouse button to drop the account into the selected folder

Student Self-Registration

Students can also register themselves. Clicking on the LearnIT desktop icon will invoke the login window. The new student can then select the Create Account button to open the registration window.

Figure 199 - Student Self Register

A message is automatically sent to Administrators whenever a new student account is created in this manner.

Editing an existing student

You can edit an existing student's information from either the Student Properties tab or the Student Enrollment tab.

To edit an existing student's information:

1. From the AdministrateIT main window, open the **Student Properties** tab.
2. From the left pane, right-click on the student account and select **Edit** from the context menu.
3. Edit the appropriate fields and click the OK button to save the changes.

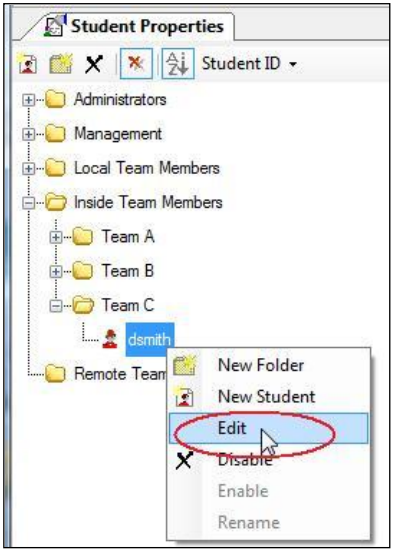


Figure 200 - Edit Student Account

Disabling an existing student

Disabling a student account causes the student's registration to become void. A student account that is disabled has no access to LearnIT unless the account is re-enabled

You can disable all the students in the system but you cannot disable your last remaining administrator. At least one administrator must remain active so that you can still log into AdministrateIT. This ensures that you won't be accidentally locked out of the system.

Note: Student accounts cannot be deleted. Student accounts are created and stored in a database. Once created, data is not destroyed. Student accounts can only be disabled and moved into a holding folder.

You can re-enable a disabled student accounts at any time from either the Student Properties tab or the Student Enrollment tab.

To Disable a Student Account:

1. From the AdministrateIT main window, open the **Student Properties** tab.
2. From the left pane, right-click on the student account and select **Disable** from the context menu.
3. Another option is to select the account and click on the Disable button.
4. The student account will become greyed out to show that it is disabled.

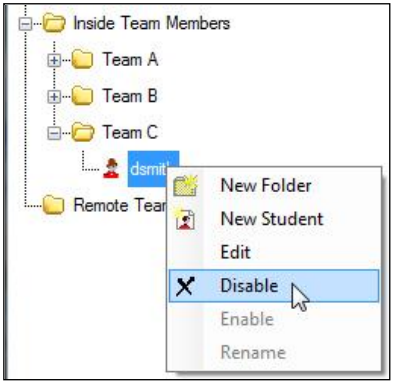


Figure 201 - Disable Account

Figure 202 - Disabled Account

Once disabled you can hide the disabled accounts by clicking the Hide disabled Items button. Click it again to show the disabled accounts.

To Enable a Student Account:

1. From the AdministrateIT main window, open the **Student Properties** tab.
2. From the left pane, right-click on the student account and select **Enable** from the context menu.

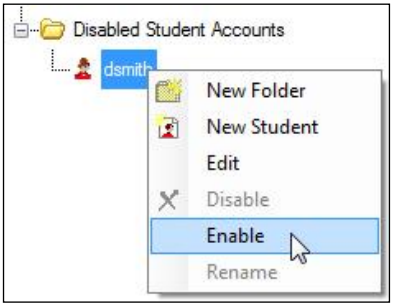


Figure 203 - Enable Account

Enrolling a student

Enrolling a student in a course enables them to see and take courses through LearnIT. If a student is not enrolled in a course, the student is not able to take that course unless the course instance allows self-enrollment.

Students can be enrolled in courses from either the Course Enrollment tab or the Student Enrollment tab.

To enroll a student in a course:

1. From the AdministrateIT main window, click the **Student Enrollment** tab.
2. From the left pane list, select the student to enroll.
3. On the lower right pane, in the **Available Courses** area, select the course for enrollment.
4. Click the **Enroll Student** button to enroll the select student into the selected course.

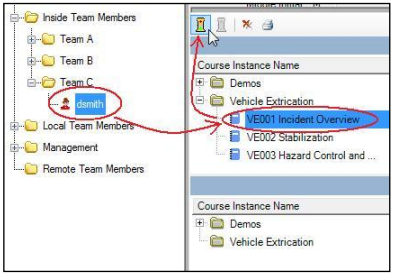


Figure 204 - Enroll Student

Note: If you enabled Self Register in the course instance, you do not need to manually enroll each student. Enabling self-registration also enables the students to see the course instance in LearnIT.

Withdrawing a Student

To withdraw a student from a course:

From the AdministrateIT main window, click the **Student Enrollment** tab.

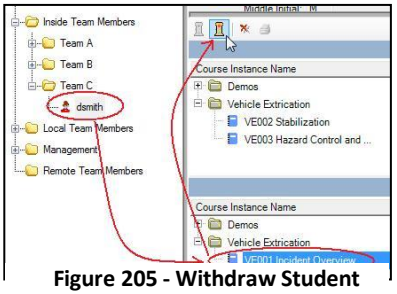


Figure 205 - Withdraw Student

1. From the left pane list, select the student to withdraw.
2. On the lower right pane, in the **Enrolled Courses** area, select the course for withdrawing.
3. Click the **Withdraw Student** button to withdraw the select student from the selected course.

Advanced student options

Student Custom Data

Student Custom Data fields consist of information that a student must enter when they are registering their own account through the “Create Account” button on the LearnIT login screen.

Figure 206 - Student Self Register - LearnIT

The **Student Custom Data** tab contains tools for the administrator to add custom fields into which the student can enter information. The fields can be required or optional. For example, you could add a date-type field, and enter a prompt "What is your birthday?” If you checked **Required**, the student would be required to

enter their birth date into the **Create Account** window before they could finish creating their account.

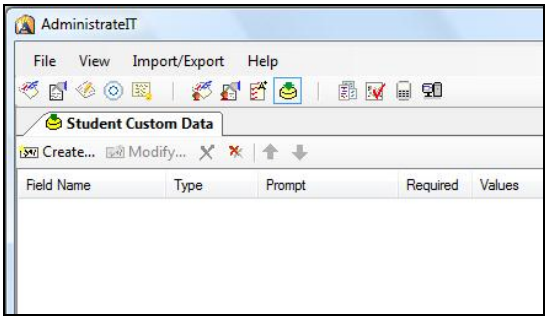


Figure 207 - Student Custom Data Tab

As an administrator you can add custom fields, either required or not, to the information that a student fills out to become registered in the system.

To create a Student Custom Data field:

1. From the AdministrateIT main window, click the **Student Custom Data** tab.
2. Click the Create... button to open the Create Custom Data Field window.
3. Fill in the fields and select the appropriate field type.
4. Click Add to close the window and add the student custom data field.

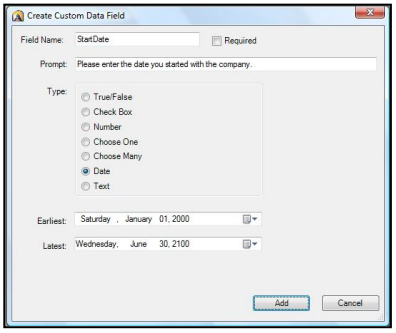


Figure 208 - Custom Student Data Field

Note: You may also edit or delete an existing field by selecting a field and clicking Modify... or ✕

Note: If you edit a custom data field after a student has already completed the registration process, they will not be presented with the registration dialog again. We recommend that you don't edit the fields after there are registered students.

Data Types

- **True/False**
  Gives the student the option to choose true or false
- **Check Box**
  Displays a checkbox to the student
- **Number**
  Gives the student the ability to choose a number
- **Choose One**
  Presents the students with a list of options from which to choose one
- **Choose Many**
  Presents the students with a list of options from which they can choose more than one
- **Date**
  Displays a graphical date selector that allows the student to select a date
- **Text**
  Provides the student with a text field into which they are allowed to enter any text

Merge Student Wizard

If you have two separate records for the same student, you may want to merge them. You can merge student records using the **Merge Students Wizard**.

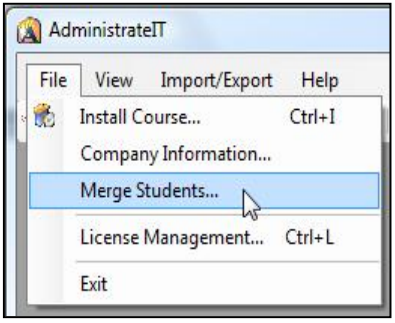


Figure 209 - Invoke Merge Student Wizard

To merge students using the wizard:

1. From the **File** menu, click **Merge Students**. The **Merge Students Wizard** appears.

Merge Students Wizard
Welcome to the Merge Student Wizard
This wizard will help you merge two student accounts. With this wizard you will:
Select the student account you wish to keep
Select a student account you wish to merge
Select which information you wish to keep in the student record
Help
< Back
Next >
Cancel

Figure 210 - Merge Student Wizard

2. Click **Next**.

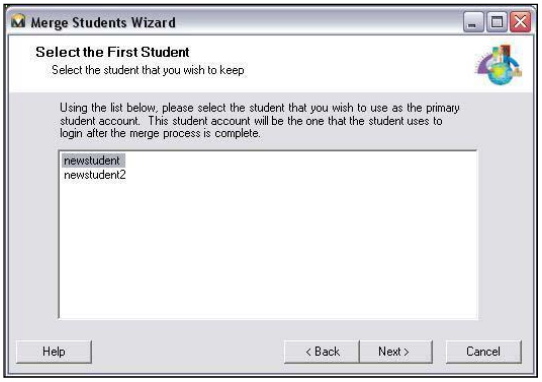

Merge Students Wizard
Select the First Student
Select the student that you wish to keep
Using the list below, please select the student that you wish to use as the primary student account. This student account will be the one that the student uses to login after the merge process is complete.
newstudent
newstudent2
Help
< Back
Next >
Cancel

Figure 211 – Select the First Student

3. In the **Select the First Student** window, click the student that you want to use for your primary account.

Note: If either student account is an administrator account, the merged student will be an administrator as well.

4. Click **Next**.

5. In the **Select the Secondary Student** window, click the student you wish to merge into the primary account.

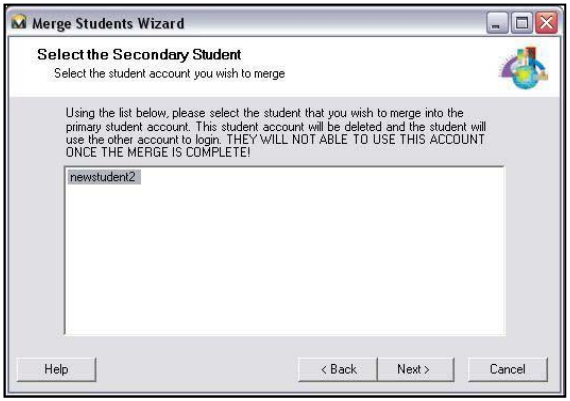

Merge Students Wizard
Select the Secondary Student
Select the student account you wish to merge
Using the list below, please select the student that you wish to merge into the primary student account. This student account will be deleted and the student will use the other account to login. THEY WILL NOT ABLE TO USE THIS ACCOUNT ONCE THE MERGE IS COMPLETE!
newstudent2
Help
< Back
Next >
Cancel

Figure 212 - Merge Student Wizard

6. The Select desired Student Information window appears.

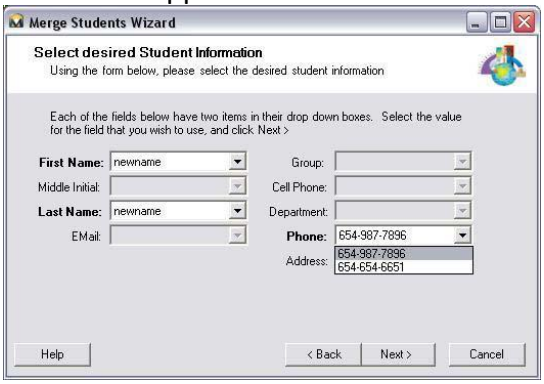


Figure 213. Selecting the Student Information

7. Select the correct information for each field.

8. Click **Next**, and then click **Finish**.

9. The two accounts are merged.

Chapter 17 - Messaging

17

Messages can be sent back and forth from administrators to students. Administrators can use this feature to inform students of specific changes or important information. Students can also send messages to system administrators to request assistance with a problem. Students cannot, however, send messages to each other.

Viewing messages

To view messages:

1. From the main window, click the **Messages** tab.
2. From the main menu, click **Messages**, and then click **Receive All**.

New messages will appear in the **All Messages** window.

Replying to received messages

To reply to a message:

1. When you receive a message and want to reply, select the message, and click **Reply To**.

   A message window appears.

2. Type a reply and click **Send**.

Creating new messages

To create a new message:

1. From the **Messages** tab, click **New**.

   A new message appears.

2. Click **To**.

   A list of available recipients displays.

3. Click one or more recipients and then click **OK**.
4. In the **Subject** field, type the subject of the message.
5. In the **Message** field, type the text of the message.
6. Click **Send**.

Deleting messages

To delete an existing message:

1. From the **Messages** tab, click the message you want to delete.
2. Click the **Delete** button.

The message is deleted.

Chapter 18 - Reporting

18

Overview

ILMS provides a rich set of reports for presenting data and test results recorded in your installation of the product. The full set of reports allows you to review course installation information, course completion results, course status information, student account records and course tracking and test results. An additional set of reports is also included that provides a direct export mechanism for selected system information that you can use to migrate data to other software applications.

You access the ILMS Reporting module through the Reports tab in AdministrateIT.

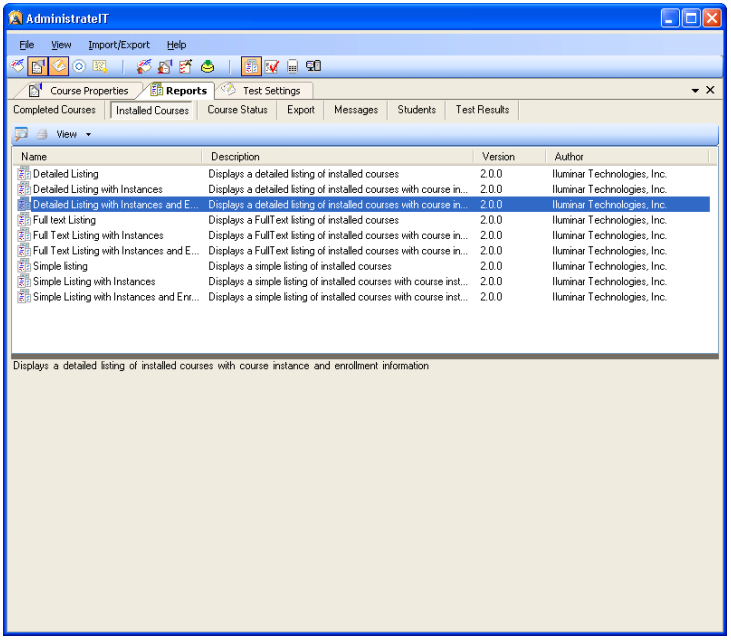

AdministrateIT
File View Import/Export Help
Course Properties Reports Test Settings
Completed Courses Installed Courses Course Status Export Messages Students Test Results
View
Name Description Version Author
Detailed Listing Displays a detailed listing of installed courses 2.0.0 Iluminar Technologies, Inc.
Detailed Listing with Instances Displays a detailed listing of installed courses with course in... 2.0.0 Iluminar Technologies, Inc.
Detailed Listing with Instances and E... Displays a detailed listing of installed courses with course in... 2.0.0 Iluminar Technologies, Inc.
Full text Listing Displays a FullText listing of installed courses 2.0.0 Iluminar Technologies, Inc.
Full Text Listing with Instances Displays a FullText listing of installed courses with course in... 2.0.0 Iluminar Technologies, Inc.
Full Text Listing with Instances and E... Displays a FullText listing of installed courses with course in... 2.0.0 Iluminar Technologies, Inc.
Simple listing Displays a simple listing of installed courses 2.0.0 Iluminar Technologies, Inc.
Simple Listing with Instances Displays a simple listing of installed courses with course inst... 2.0.0 Iluminar Technologies, Inc.
Simple Listing with Instances and Enr... Displays a simple listing of installed courses with course inst... 2.0.0 Iluminar Technologies, Inc.
Displays a detailed listing of installed courses with course instance and enrollment information

Figure 214. The Reporting Window

Sample pages from selected reports can be found in Appendix C.

When the Reports tab is displayed, you will see that the standard reports have been organized into 7 categories, shown as tabs across the top of the window. These categories are:

- Completed Courses
- Installed Courses
- Course Status
- Export
- Student Listings
- Test Results
- Messaging

Each of these categories contains several different types of reports and each type of report can be offered in one of several different display formats. The type of report and the information the report will display is encoded into the name of the report that you see displayed. The report format is also encoded into the report name. Generally, three different report formats are offered.

1. Simple listing or roster- intended to produce a single line listing of targeted information in a columnar format. This is really useful for student and course lists and other data where you want the data reported in the densest fashion possible on the fewest number of pages possible.
2. Full Text listing- A more detailed format for reports that includes specific item labelling in a multi-line format.
3. Detailed listing- Similar to the Full Text listing, but includes any graphics or pictures available with the specific type of information being presented.

Please note that the reports displayed on the report tab can be shown in any of several different views. The views can be easily changed by clicking on the view

menu item on the toolbar. You can switch the view to display the reports as a detailed list or as a list of names with one of several different sized icons.

Standard Reporting Categories and Reports Available

Completed Courses

Reports in this category present information for students who have completed specific courses assigned to them by the training administrator. These reports include the following:

- Simple Listing for All Students
- Simple Listing for All Students in a Specific Time Period
- Simple Listing for Selected Students
- Simple Listing for Selected Students and Time Period
- Full Text Listing for All Students
- Full Text Listing for All Students in a Specific Time Period
- Full Text Listing for Selected Students
- Full Text Listing for Selected Students and Time Period

Installed Courses

This reporting category displays information regarding the courses that have been installed into the ILMS. The included reports are:

- Simple Listing
- Simple Listing with Instances
- Simple Listing with Instances and Enrollments
- Full Text Listing
- Full Text Listing with Instances
- Full Text Listing with Instances and Enrollments
- Detailed Listing
- Detailed Listing with Instances
- Detailed Listing with Instances and Enrollments

Course Status

The Course Status reports show the current progress of students who are enrolled in each specific course instance in the system. The status is displayed as a percent completed value for each student/Instance combination. The available reports include:

- All Students and Courses
- All Courses for Selected Students
- All Students for Selected Courses

Export

Export Reports are a special category of reports that produce export data files rather than displayable or printable report results. These reports can produce either character separated value files (.csv) or standard XML files (.xml). Each report produces a file containing a specific type of data from the ILMS. The export reports include:

- Completed Courses Data
- Installed Courses Data
- Course Instances Data
- Student Data
- Student Enrollment Data

Student Listings

This set of reports provides a variety of formats for listing students and subsets of students and their associated background information. The reports include the following:

- Simple Listing of All Students
- Simple Listing of All Students with Enrollment
- Simple Listing of Selected Students
- Simple Listing of Selected Students with Enrollment
- Detailed Listing of All Students
- Detailed Listing of All Students with Enrollment

- Detailed Listing of Selected Students
- Detailed Listing of Selected Students with Enrollment

Test Results

- Student Grades for All Tests
- Student Test Grades for All Courses in a Specific Time Period
- Student Test Grades for Selected Students
- Student Test Grades for Selected Students in a Specific Time Period
- Course Test Results for Selected Courses
- Course Test Grades for Selected Courses in a Specific Time Period
- Course Final Exam Grades for Selected Courses
- Course Final Exam Grades for Selected Courses in a Specific Time Period
- Student Final Exam Grades for All Courses
- Student Final Exam Grades for All Courses in a Specific Time Period
- Student Final Exam Grades for Selected Students
- Student Final Exam Grades for Selected Students in a Specific Time Period

Messaging

- Messages by Student

Customizing Reporting for Your Organization

ILMS Reports include a set of data fields in the report headers and footers that display information about your organization. These fields help formalize the report format so that you can use the resulting reports for both ad-hoc informal analyses and for more formal reporting to management.

The information that is recorded on the report headers is collected from the "Company Information" you set up when you installed your system or when you edited the company information according to the instructions given in Chapter 11 – AdministrateIT User Interface.

In addition to the standard fields for company name, address, phone number, etc., there is an option to register a graphic image for your organization. You can

use this feature to store some type of logo or symbol that represents your group. This image will be displayed with your company information on any reports you generate.

User Interface Controls

The reporting module in AdmininstrateIT is shown as a tabbed window with a toolbar and two content panes that split the rest of the available space. The upper pane lists the reports available for the selected category tab. The lower pane presents user controls to set specific values for selection, sorting and filtering options related to the generation of the report selected in the upper pane.

Generating a Report:

1. Select or open the **Reports** tab.

   A list of report groups appears across the top of the window with the reports for that group shown in the upper pane of the window just below the toolbar.

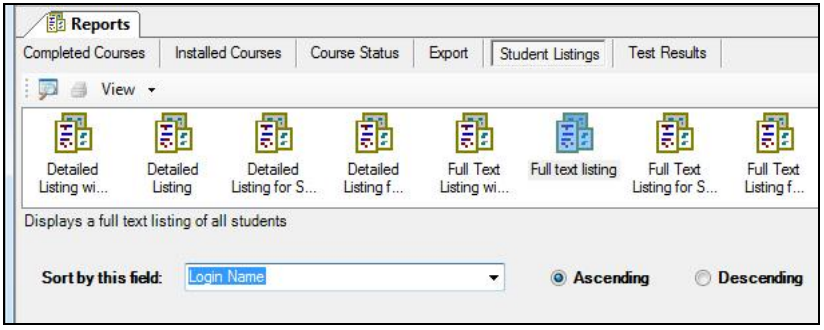


Figure 215. Selecting a Report

2. Click a report group to see the list of available reports.
3. Select a report. When you select a specific report, a set of controls will be displayed in the lower portion of the window that can allow you to set

options for filtering and sorting the data presented in the generated report.

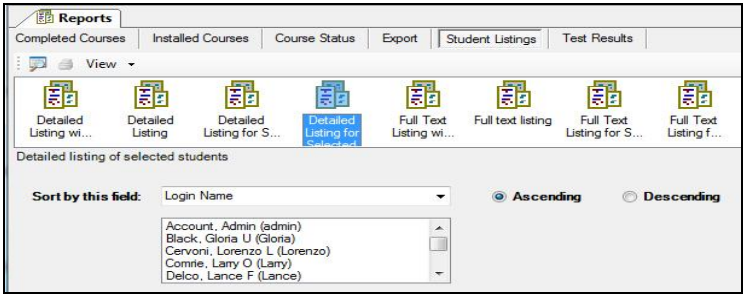


Figure 216. Sorting and Filtering Controls

4. Set the controls to the values desired.

   Note: The options within a report's drop-down menu will vary depending on which report you choose. For example, some reports enable you to filter data by date and others enable you to specify a student or report on all students.

5. Click the **View Report** button to generate the report.

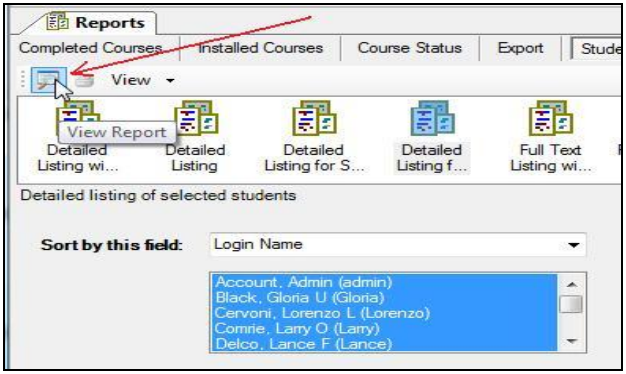


Figure 217. Click the View Report Button

Reviewing a Report on Screen

After completing the steps in the previous section, a dialog will be displayed indicating that a report is being generated. This screen will usually be displayed for a short period of time, but if you have a lot of student data recorded in your ILMS, the wait time could be longer because this window will be displayed until the entire report has been generated.

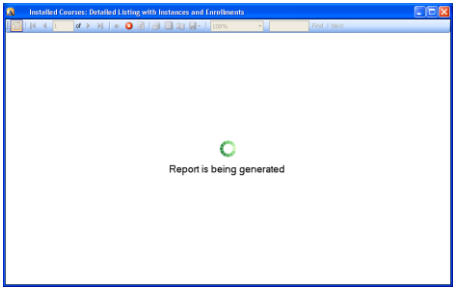


Figure 218. Report is Being Generated

When the report generation has finished, the resulting report will be displayed in a window similar to the one shown below.

Installed Courses: Detailed Listing with Instances and Enrollments
Illuminar Technologies, Inc.
(230) 324-0324
Installed Courses: Detailed Listing - All Courses with Instances and Enrollments
Course Name:
Demo-Confined Space Rescue
CONFINED SPACE RESCUE DEMO
ActionTraining
Description:
This demo contains a portion of the complete course, it will not cover all of the NFPA objectives listed below. The material covered in this interactive training course references NFPA 1670 - 2004 objectives 7.1, 7.2, 7.3, Operations and Training for Technical Search and Rescue Incidents. (Also see your textbook NFPA Correlation Guide.) The extreme physical, environmental and atmospheric hazards of a confined space rescue pose a unique challenge to firefighters. In this course on "Confined Space Rescue," you will learn atmosphere monitoring, ventilation, communication and search and rescue techniques to mitigate many of the dangers in this unusual environment.
Producer:
Action Training Systems, Inc.

Figure 219. Example Report Viewer Window

You can now review and/or print the result. A detailed description of the features available to you in the report viewer window can be found in the next section.

Report Viewer Window Toolbar

The Report Viewer Window toolbar contains features for reviewing and printing a specific report. The following toolbar is displayed above the generated report.

Figure 220. Report Viewer Window Toolbar

First Page - Move to the first page in the report

Previous Page - Move to the previous page in the report

Next Page - Move to the next page of the report

Last Page - Move to the last page of the report

Refresh - Redraw the report in the report viewer

Print - Display a print dialog with options for setting up and printing the report

Print Layout - Provides a print preview for the report

Page Setup - Displays a dialog that allows you to configure print settings like margins, page orientation, etc.

Save - Allows you to save the report in either Excel or PDF format

100% Scaling - Allows you to change the scaling size for the on screen display of the report

Find | Next Searching - Provides simple searching functionality

Chapter 19 - Login to LearnIT

19

Overview

This computer-based training (CBT) and testing application is an electronic method of learning and evaluating your progress through a training course.

Once you have been presented the material, you can take the test on the material. You may be given questions about the material, and answers you give are recorded. Once you have completed testing for one section, the course can continue.

After you complete the course, your results are reported back to the course administrator. The results indicate either that you have completed and passed the course or you have not completed the course.

Starting LearnIT

To take a course, you must start LearnIT.

- On the **Start** menu, point to **All Programs**, point to **Iluminar Technologies**, and then click **LearnIT**. (Or click on the LearnIT desktop icon)

The Login window appears.

- Log into LearnIT using your student ID and password.

Note: If you do not have a student ID and password, you must create an account. The terms Student ID and Login ID are used interchangeably throughout this document.

- At the **Login** window, enter your **Login ID** (student ID) and **Password**, and then click OK.

Figure 221. LearnIT Log On Window

Creating an account

If you don't have a student account when you start LearnIT, you must create one.

To create an account:

1. From the **Login**, click **Create Account**.

Figure 222. Locate the Create Account Button

The **Create Account** window appears.

Figure 223. Create Account Window

Note: All boxes marked with an asterisk (*) are required fields.

2. In the **Create Account** window, fill in the following fields:

    a. Enter a **Student ID** that you will use to log into the system. Select a student ID that you won't forget (required).

    Note: User names must be at least four characters in length. The student ID is case-sensitive, which means that you must enter your student ID exactly the same way each time. A student ID such as *BettySmith* is not the same as *bettysmith*.

    b. Enter a **Password** (required).

    Note: The password must be at least four characters in length and should be something that is easy for you to remember but is not easily figured out by others. For example, don't use the names of family members, favorite colors or your nickname.

    c. In the **Confirm** box, retype the password that you chose (required)

    d. Enter your **First Name** (required).

    e. Enter your **Middle Initial**.

    f. Enter your **Last Name** (required).

    g. Enter your **Email address**.

    h. Enter your **Cell Phone** number.

    i. Enter your **Department**.

    j. Enter your **Phone Number** (required).

    k. Enter your **Address**.

Note: The **Create** button should be enabled. If it is not, double check that both your user name and password are four characters or more in length. You should also check to make sure that the password and the password confirmation values have been entered identically. Any difference between the two values is a problem. In addition, check if

the administrator has added any custom fields that are marked required. Your administrator may optionally add custom fields to registration that may or may not be required. If that is the case, the create button will not be enabled until you have completed all of the required fields.

3. Click **Create**.

Changing your password

You can change your password from the **Login** window.

Note: Any accounts that are created in AdministrateIT (by an administrator of course) will automatically require a change of password the first time the student logs in.

To change your password:

1. From the **Login** window, click **Change Password**.

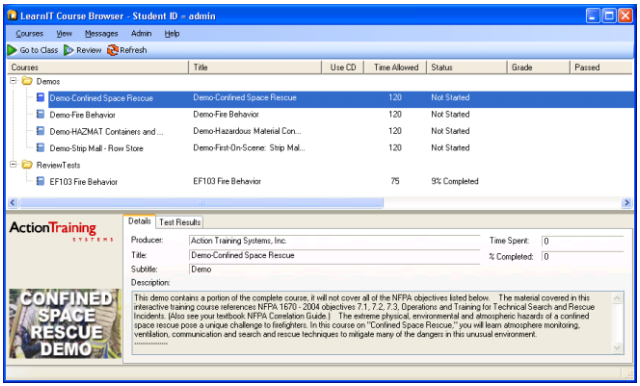
Figure 224. Change Password Dialog

2. From the Change Password window, enter your Student ID, your Old Password, and your New Password.
3. In the “Confirm Password” dialog box, enter your new password again to confirm it.
4. Click Change.

Course Browser

Once you are logged into LearnIT, the **Course Browser** appears. The **Course Browser** summarizes your course activity, listing courses you are currently enrolled in and those that you have completed.

Courses are displayed in the **Courses** table in the upper half of the window. When you select a course by clicking on it, information about the course (such as a description and test results) is displayed in the lower half of the **Course Browser** window.


LearnIT Course Browser - Student ID = admin
Courses View Messages Admin Help
Go to Class Review Refresh
Courses Title Use CD Time Allowed Status Grade Passed
Demos
Demo-Confined Space Rescue Demo-Confined Space Rescue 120 Not Started
Demo-Fire Behavior Demo-Fire Behavior 120 Not Started
Demo-HAZMAT Containers and ... Demo-Hazardous Material Con... 120 Not Started
Demo-Ship Mall - Row Store Demo-First-On-Scene: Ship Mal... 120 Not Started
ReviewTests
EF103 Fire Behavior EF103 Fire Behavior 75 9% Completed
ActionTraining
Details Test Results
Producer: Action Training Systems, Inc.
Title: Demo-Confined Space Rescue
Subtitle: Demo
Description:
Time Spent: 0
% Completed: 0
CONFINED SPACE RESCUE DEMO

This example shows a number of courses available to the student. The other information on the course line lists completion status for the course, if self-enrollment is permitted and if auditing is allowed (taking the course for no credit). Course grades are also displayed for completed courses.

The following tables describe the **Course Browser** window.

Toolbar

Button	Description
Go to Class	Select a course and click to start the class.
Review	Select an auditable course and click to review the course. Refer to *Auditing a Course* for further information.

Refresh	Click to refresh the **Course Browser**.

Courses table

Column	Description
Courses	Lists courses available
Title	Lists the title of the course.
Source	Lists the source of the course (network, CD, or local).
Status	Lists the percent completed for a specific course or if the course has been completed.
Printed Cert	Indicates whether the student can print a completion certificate after completing the course.
Exempt	Indicates whether the student is exempt
Self Enroll	Shows if students are allowed to enroll themselves in a course. If the box is set to **Yes**, they can join that course. If the self-enroll is set to **No,** an administrator must have enrolled them into the course.
Audit Permitted	Indicates whether the course is available for auditing or not. Refer to *Auditing a Course* for further information.

Details Tab

Box	Description
Producer	The creator of the course.
Title	The title of the course.
Subtitle	The subtitle of the course, if any.

Time Spent	The time the student has spent on the course.
% Completed	The amount of the course that has been completed, in percentage of time.
Description	A detailed description of the class.

Tests Results Tab

Box	Description
Test box	In this box, select the course test whose results you want to review.
Get Test Results	Click to get the test results for the selected test.
Score	The score for the selected test.
Number of Questions	The number of questions in the test.
Number Correct	The number of questions the student answered correctly.
Date Completed	The date the test was completed.
Time to Complete	The time the student took to complete the test.

Selecting a course to take

From the **Course Browser**, select a course from the **Courses** table and click **Go to Class** (or double-click on the course).

Taking a course

To start a course, select the course and click **Go to Class**. The **Course Player** window is displayed.

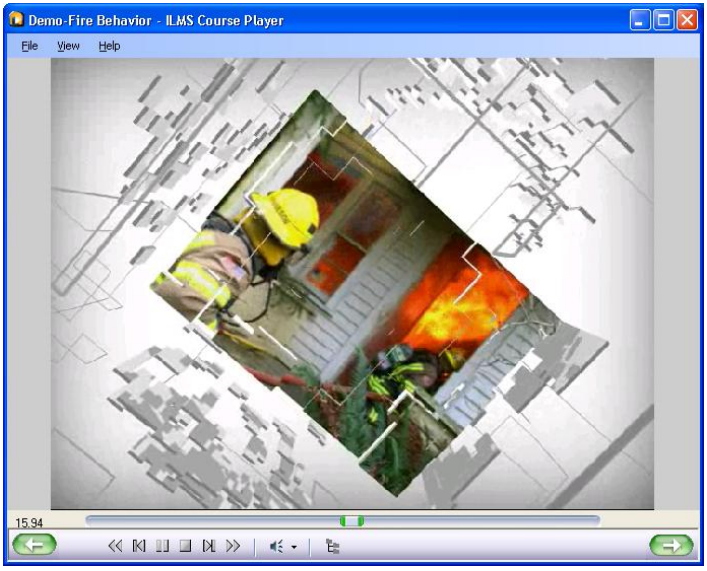


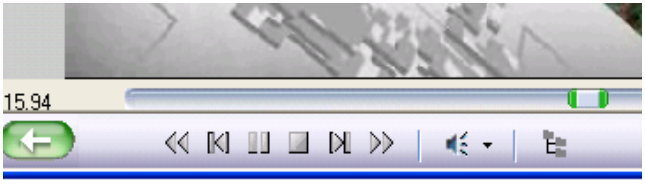
Figure 225. LearnIT Course Player Window

Media controls

Figure 226. LearnIT Media Player Controls

Once you have started a course, a control bar is displayed at the bottom of the main display window that consists of video play controls, audio controls, and forward/back arrow controls. You use these controls to move through the course and adjust the volume.

Using video



When video is playing in a course, you can use the control bar located at the bottom left of the screen to start and stop the video. You can also use the video progress bar to jump quickly to places in video or audio by simply dragging and then dropping it at the new spot. (These controls may or may not be visible depending on the administrator's settings for a course.)

Adjusting the volume

You can adjust the audio volume level by a volume setting from the volume button pop-up menu. You can mute the volume by clicking the mute button to the left of the volume fader.

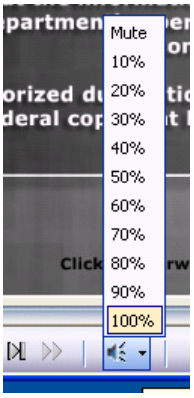


Figure 227. LearnIT Speaker Volume Settings

Moving From Page to Page

The forward and back arrows at the bottom left and right of the window are used to move from page to page in the course. The back arrow may or may not be

enabled or visible, depending on the course information displayed and the student's location in the course. The back button is always hidden during a test.

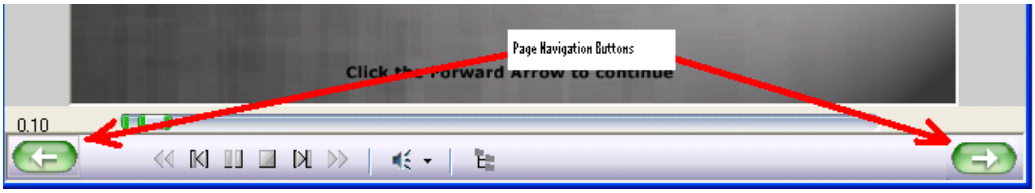


Figure 228. Page Navigation Buttons

Keyboard short cuts are available for these buttons:

- Forward Arrow - Space bar or Keyboard right arrow or Enter key
- Back Arrow - Keyboard left arrow or Backspace key

Auditing a Course

Auditing a course is an option that can be enabled by your training administrator. When you audit a course, you do not take tests and you are not awarded a grade for the class. In addition it is possible to only review selected types of media - for example, only video or only graphics.

To audit a course:

1. In the **Course Browser**, review courses in the **Courses** table to find out if auditing is permitted. If auditing is permitted for a specific course, the setting in the **Audit Permitted** column is set to *Yes*.

   Note: If the class is not available for auditing, the setting in the **Audit Permitted** column is set to *No* and the **Review** button is not available

2. Select the course and click **Review**.
3. Select the media items that you want shown during the audit session.

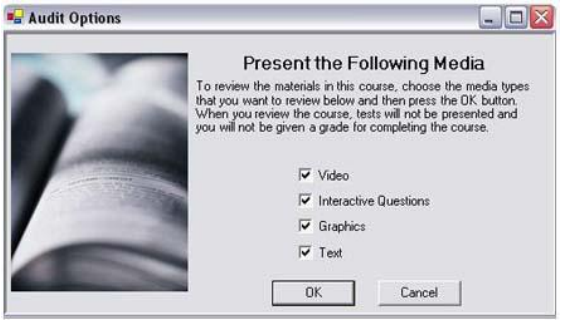

Audit Options
Present the Following Media
To review the materials in this course, choose the media types that you want to review below and then press the OK button. When you review the course, tests will not be presented and you will not be given a grade for completing the course.
Video
Interactive Questions
Graphics
Text
OK
Cancel

Figure 229. Choosing Media for a Course Audit

4. Click

.

Notes – Virtual Notepad

You can take notes during a course. You type the notes into a **Notes** window and can review them at any time except when a test is being given.

Taking notes

From the **View** menu in the **Course Player**, select **Notes**. A **Notes** window is displayed in which notes can be taken during a course.

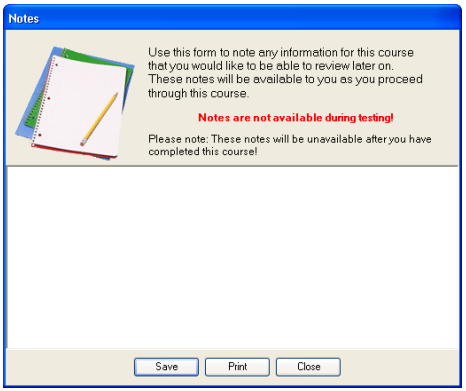

Notes
Use this form to note any information for this course that you would like to be able to review later on. These notes will be available to you as you proceed through this course.
Notes are not available during testing!
Please note: These notes will be unavailable after you have completed this course!
Save
Print
Close

Figure 230. Taking Notes

These notes are hidden (inaccessible) during the testing portions of the course. They are made available again after the test or quiz.

Saving notes

On the **Notes** window, click **Save**.

Note: If this is the first time you have saved notes for a course, you will be prompted for a name for the notes file. If this is not the first time you are saving notes for a course, click **Save** to overwrite the existing notes file.

Reviewing existing notes

On the **View** menu, select **Notes**. You can review any notes you have taken so far for the course.

Note: Once you have completed a course, the notes are removed from the system

Printing notes

Printing notes can be useful if you want to take notes with you for studying or if you want to have a quick reference when you are away from the training environment.

From the **Notes** window, click **Print**.

Closing the Notes window

When you are finished reviewing or working with the **Notes** window, you can close the window.

From the **Notes** window, click **Close**.

The window closes and the course player window appears.

Messaging

Messages can be sent back and forth from administrators to students. Administrators can use this feature to inform students of specific changes or important information. Students can also send messages to system administrators to request assistance. Students cannot, however, send messages to each other.

Reading messages

From the **Messages** menu, click **Read**.

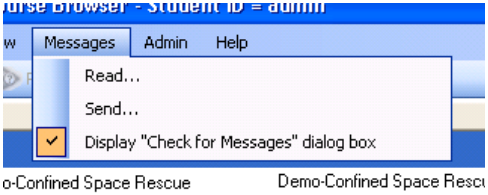


Figure 231. Reading Messages

The message window is then displayed.

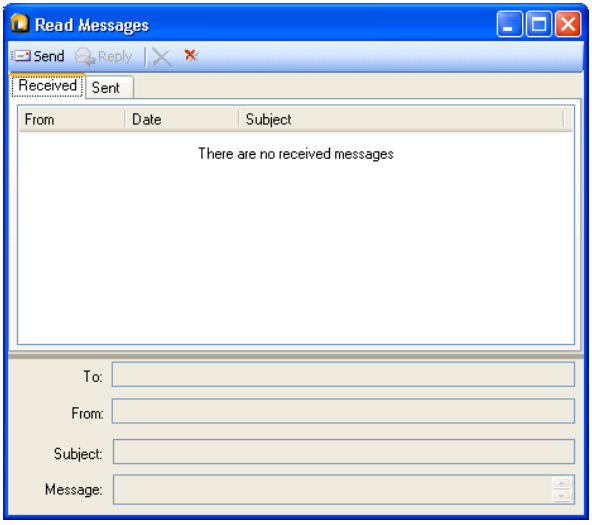


Figure 232. LearnIT Message Window

Replying to received messages

To reply to a message:

1. When you receive a message and want to reply, select the message and click **Reply To**.

   A new message window will be displayed.

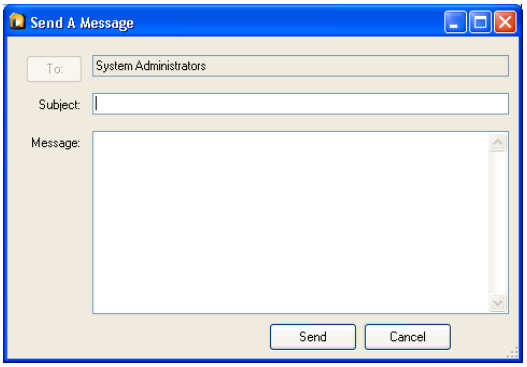


Figure 233. New Message Window

2. Type a reply and click **Send**.

Creating new messages

To create a new message:

1. From the **Read Messages** window, click **Send**.

   A new message is displayed as in Figure 237.

2. The **To** field is already filled out with System Administrator.
3. In the **Subject** field, type the subject of the message.
4. In the **Message** field, type the text of the message.
5. Click **Send**.

Deleting messages

To delete an existing message:

1. From the **Read Messages** window, click the message you want to delete.
2. Click the **Delete** button.

The message is removed from the list.

Testing During a Course

LearnIT provides a powerful collection of tests to check a student's knowledge and retention as they progress through a course.

Tests of all types have the capability to present questions and answers in a random order.

Test types

Pre-Test

A pre-test can be included to collect baseline information on how much you understand about the course material before you actually start the course. The data can then be compared to the final test data to examine the effectiveness of the teaching methods.

A pre-test can also be used to enable you to "test out" of a course if you can demonstrate sufficient knowledge of the course material.

Pre-tests can have a unique set of questions or can use a set of questions pulled from tests within the course.

Interactive Test

Interactive tests are used to ensure that you understand the course material.

In an interactive test, questions **must** be answered correctly before you can go on to the next question. Typically, if a question is answered incorrectly, you are presented some type of review material to assist your understanding.

Quiz (Topic Test)

A quiz is a general test. Passing a quiz may or may not be required. Review material may or may not be given if the test is failed.

Final Exams

Final exams are typically used at the end of a course to test your knowledge retention. A passing grade may or may not be required. The final can have a unique set of questions or it can pull a selected set of questions from the course material.

Survey

If included, a survey can be used to collect information from the student. Any answer selected to a survey question is considered correct.

Question types

You may be presented any one of five types of questions in a given test. Each question type is described as follows.

Single Answer - Multiple Choice

Single answer multiple-choice questions present a list of answers. One answer is correct and only one answer can be selected. An example of this question type is shown in the following diagram:

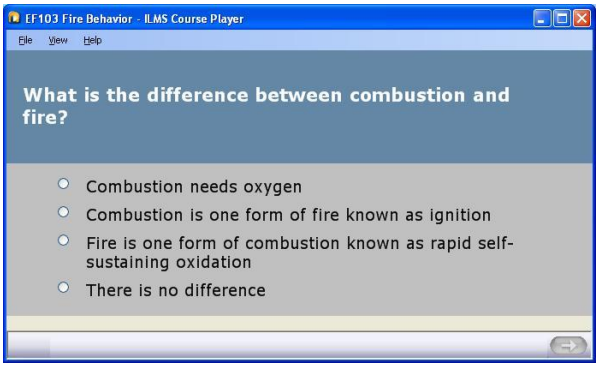

EF103 Fire Behavior - ILMS Course Player
File View Help
What is the difference between combustion and fire?
Combustion needs oxygen
Combustion is one form of fire known as ignition
Fire is one form of combustion known as rapid self-sustaining oxidation
There is no difference

Figure 234. Single Answer Multiple Choice Question

Multiple Answer—Multiple Choice

Multiple-choice questions of this type may have more than one correct answer to the question.

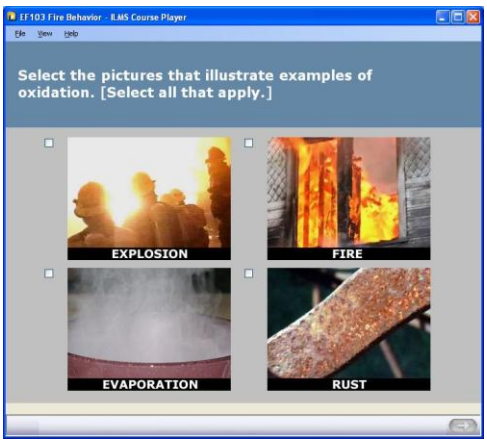


Figure 235. Multiple Answer Multiple Choice Question

True/False

True/False questions are statements that you must decide are true or false.

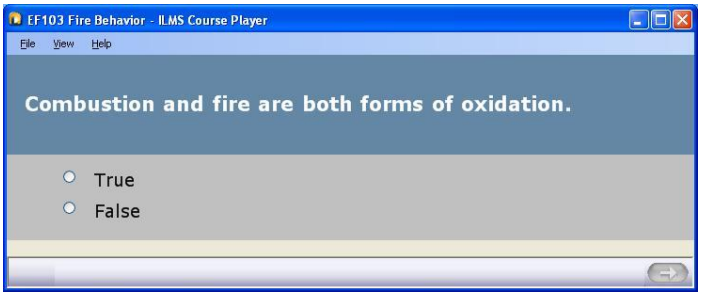


Figure 236. True/False Question

Rank Order

This type of question presents a list of items that you must arrange in the correct order. The question indicates the appropriate order. Select an item and use the Up/Down buttons to move the answers into the correct order.

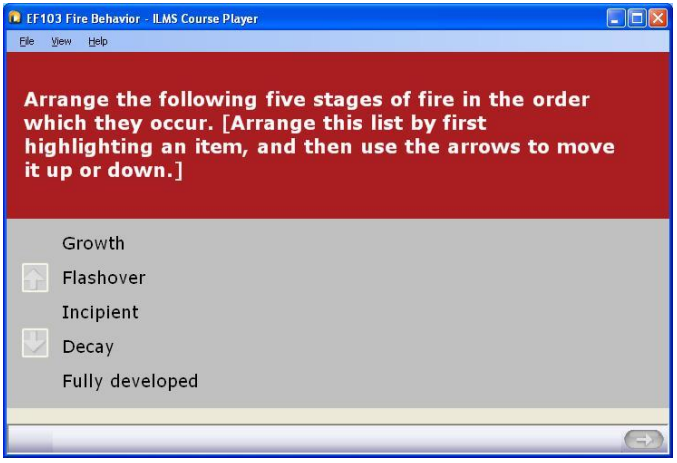

EF103 Fire Behavior - ILMS Course Player
File View Help
Arrange the following five stages of fire in the order which they occur. [Arrange this list by first highlighting an item, and then use the arrows to move it up or down.]
Growth
Flashover
Incipient
Decay
Fully developed

Figure 237. Rank Order Question

Essay Questions

Essay questions are designed to give you the freedom to construct an answer using your own thoughts and opinions. For purposes of test scoring, essay questions are considered correct when data is entered. Essay questions are available for review and grading by the training administrator.

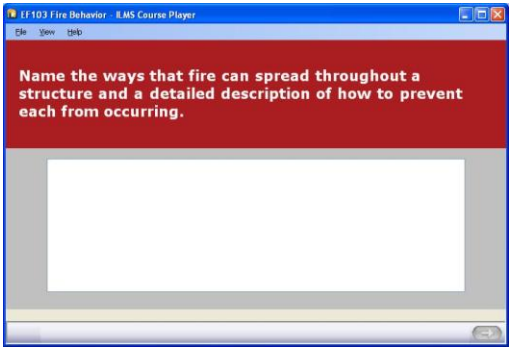

EF103 Fire Behavior - ILMS Course Player
File View Help
Name the ways that fire can spread throughout a structure and a detailed description of how to prevent each from occurring.

Figure 238. Essay Question

Provisional Course Grade

Whenever the course instance includes one or more essay questions, the grade posted within LearnIT is marked **provisional** pending review by the ILMS administrator.

Essay questions cannot be graded automatically, so the ILMS administrator must evaluate and grade each essay question answered by a student. Once a student's essay questions are graded, the system will recomputed the final grade for the test and for the course and then report the outcome where appropriate as a final "non-provisional" grade.

LearnIT Course Browser - Student ID = Waldo
Courses View Messages Help
Go to Class Review Refresh
Courses Title Use CD Time Allowed Status Grade Passed Provisional
Demos
Essay List
General Knowledge - Essays Dem... 25 Completed 75 Passed Yes

Figure 239. Course Grade Marked Provisional

A successfully completed course instance will be marked as “Passed” but the Provisional column shows “Yes” meaning the course included one or more essay questions that have yet to be graded. The Provisional flag is removed after the administrator has graded the essay question(s). The passing grade is recalculated if an essay question is marked ‘incorrect’. It is possible for a provisionally passed course instance to change to “Failed”.

How Courses are Graded

Variables

When a course is authored, questions are created to evaluate and confirm the students mastery and retention of the material presented. An authored course may or may not have a pre-test, interactive tests, quizzes or a final exam.

After a student completes a course, a method must be employed to compute the course grade based on which tests are included in the course and the resulting test grades. The following list of methods is used in the order given to compute the final course grade. Once a grade has been determined for the course, you ignore the computational techniques that follow.

Graded from Final Exam

If a final exam has been included in the course instance, the score of the final exam becomes the final grade. This is the primary method of grading a course instance.

Graded from Section Tests (Quiz)

If the instance does not have a final exam but it does include one or more quizzes, the course grade is calculated from an average of the quiz grades.

Note: Section tests have their own built-in passing grade. A student cannot proceed through to the next section until they successfully pass the current section test. Failing a section test causes the course player to repeat the entire section.

Graded from Pre-Test

If the instance does not have a final exam or any quizzes, the course grade is taken from the pre-test. Of course, a pre-test is not very representative of a student's retention of the material presented in the course so this method is used as a last resort to provide some form of meaningful grade for the course instance.

No Final, Quizzes or Pre-Test

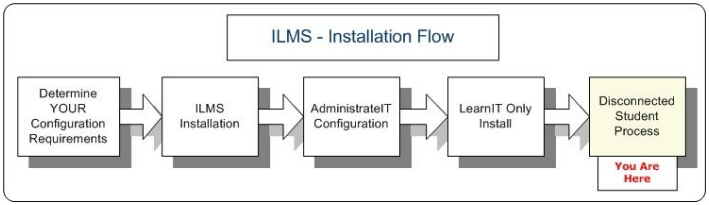
If the course does not have a final exam, quizzes nor a pre-test, the student automatically receives a passing grade of 100%.

Not Graded from Interactive Tests

Interactive tests are not used in the calculation of a course instance grade. The nature of an interactive test is such that a student must answer the question correctly in order to proceed to the next question. The only way to complete an interactive test is to get 100%.

Chapter 21 - Disconnected Student Process

21



Introduction

In most Iluminar Learning Management System (ILMS) installations the training is delivered over a Local Area Network (LAN) or on a stand-alone computer. All the principle ILMS components reside somewhere on this network or single machine.

They are:

The ILMS Administration Service
ILMS License Manager
AdministrateIT
LearnIT
The Administration and Student Databases

You may, however, have other computers that do not have direct connectivity to your network or stand-alone computer that you want to use for training. This may be for reasons of security, no connection to the LAN or physical location.

The disconnected student process may be set up on a single disconnected computer (desktop or laptop) or on multiple disconnected machines.

Note: For the purposes of this documentation, the reference to “Admin Computer” means any computer either stand-alone or on a network you can use to run the ILMS AdministrateIT application.

Instead of transferring this information electronically via a cable or wireless network connection, the transfer is done manually. In this way you can capture and track student data, and monitor licensing from a disconnected machine. This can extend the reach of your training environment for ILMS but it requires more work on the part of the administrator.

The disconnected configuration is not intended to be used in place of a regular network configuration when one is available. Using a regular network connection is always preferred.

Generally, more LearnIT (the course player application) and concurrent course use licenses are required when working with disconnected machines than with a regular network installation. The reason for this is that in order for a student to play courses on the disconnected computer a license for LearnIT and for each course needs to be checked out of the central administrative system to the disconnected machine. As long as licenses are checked out to a disconnected computer they cannot be used on any of the computers that are connected to the network or on the standalone Admin computer.

All courses can be installed on the disconnected computer as well as the stand-alone computer or network, however, they cannot be played by a student unless a license for the course is checked out from the Admin computer to the disconnected computer.

Once a disconnected computer is set up, it is advisable to initiate a regular schedule for moving your data from the disconnected computer to the database on the Admin computer or network. The frequency of your data updates should be based on how current you need to keep the training records in your main database.

Two Main Uses for the Disconnected Student Process

1. **Remote Training Site Model:**
   ILMS installed on an Admin computer running as a stand-alone machine or on a network. One or more disconnected computers located at a remote location(s) with no network connection to be used for training.

2. **Library Check-Out Model:**
   ILMS installed on an Admin computer running as a stand-alone machine or on a network. Multiple disconnected laptops are checked out to students to use for training. Laptops may rotate through remote locations or be sent home with students to train on a particular course of study.

This chapter has been designed to help facilitate the creation and management of computers used as disconnected machines for either of these two purposes.

Disconnected Data Flow

Understanding the flow of data is important to understanding the disconnected student process. For each disconnected computer there are three items that are part of the flow of data:

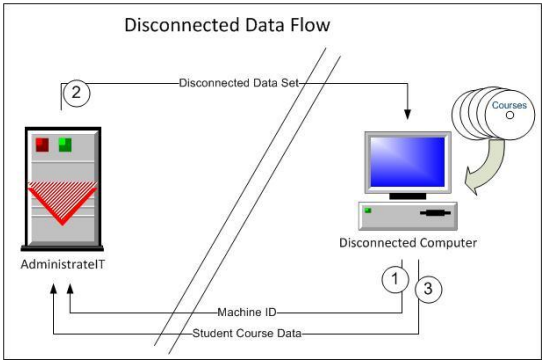


Figure 240. Disconnected Data Flow

1. **Machine ID** – The disconnected data sets are machine specific. Therefore the Machine ID of each disconnected computer first needs to be provided and entered into AdministrateIT.
2. **Disconnected Data Set** – The disconnected data set contains the user, course and licensing information required for delivery of the course content on the disconnected computer. Data sets are created in AdministrateIT and delivered to the specific disconnected computer.
3. **Student Course Data** – The data generated by the students on the disconnected computer are packaged and sent back to AdministrateIT.

Setting up a Disconnected Computer

Setting up and using a Disconnected Computer involves six main steps.

1. Initial Set Up of the Disconnected Computer
    a. Install “LearnIT Only” on the disconnected computer (Chapter 8)
    b. Retrieve the Machine ID from the disconnected computer
2. Set Up Admin Computer as Stand-Alone or on a Network
    a. Install ILMS & AdministrateIT on Admin computer and/or network
    b. Install courses (Chapter 11)
    c. Create Course Instances (Chapter 13)
    d. Set Up Students (Chapter 14)
    e. Generate a Disconnected Data set for each disconnected machine
    f. Backup the ILMSShare2 Folder
    g. Prepare and move the Data Set and the contents of the ILMSShare2 folder from the Admin Computer to a portable hard drive (20GB or better)
    h. 2 items needed to finalize disconnected setup – Data set and ILMSShare2
3. Finalize Set Up of the Disconnected Computer
    a. Copy ILMS Share folder contents from portable hard drive to disconnected computer (Chapter 7)
    b. Import data set from the portable media
4. Administer Training - Capture Student Course Data
    a. Provide students with their login information
    b. Have students take courses

5. Export Disconnected Results
    a. Log in to Disconnected Machine as an administrator
    b. Create file to export student data – save file to portable media such as a thumb drive. Prior to creating the export file you can check in any course licenses for courses that will no longer be used on this disconnected computer. However, licenses do not have to be checked in to move student data back to the Admin computer. See page 218 later in this chapter for details on checking in licenses.
    c. Take portable media to the Admin machine
6. Import Student Course Data
    a. Login to AdministrateIT
    b. Import Disconnected Data

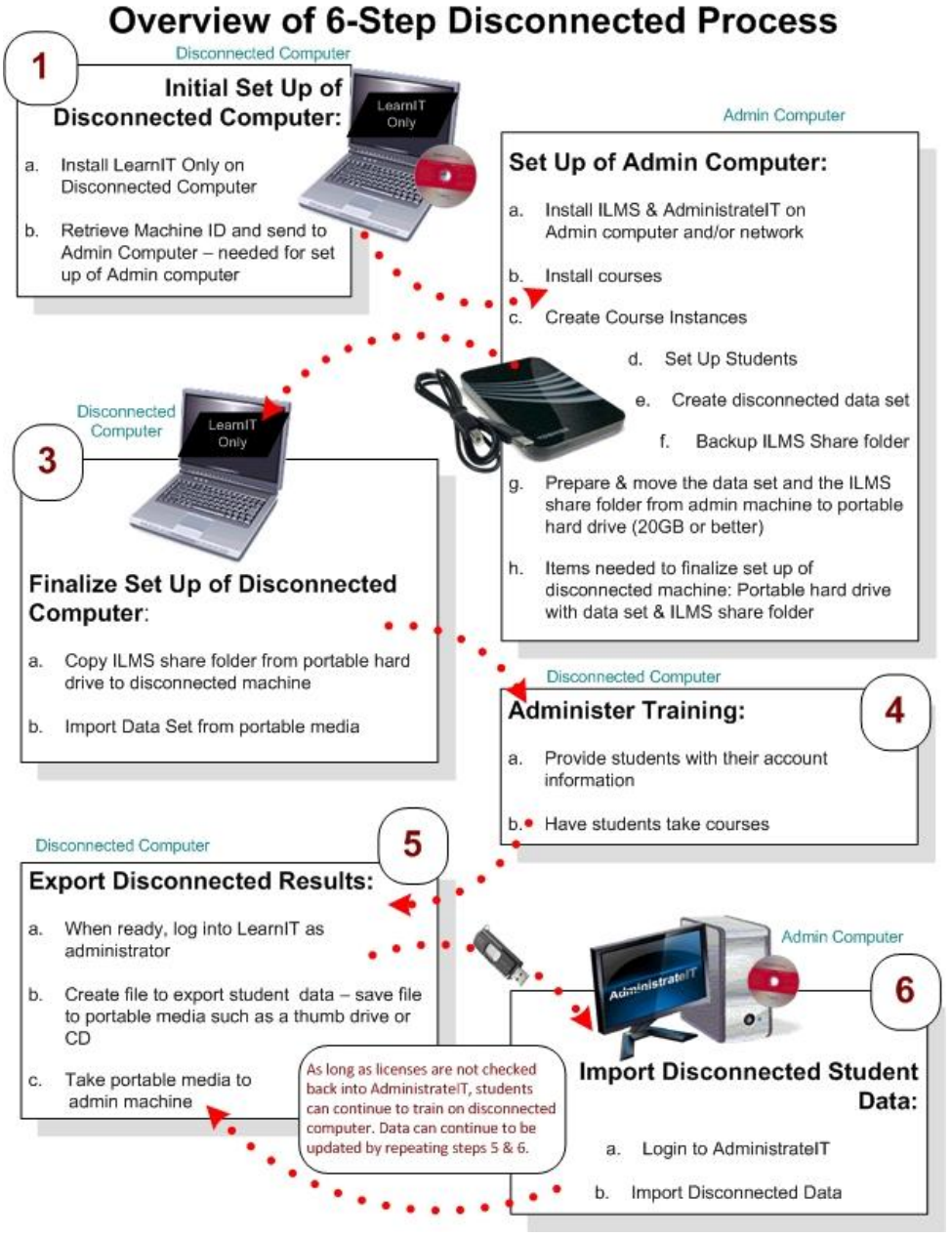

Overview of 6-Step Disconnected Process
1
Disconnected Computer
Initial Set Up of Disconnected Computer:
a. Install LearnIT Only on Disconnected Computer
b. Retrieve Machine ID and send to Admin Computer – needed for set up of Admin computer
LearnIT Only
Admin Computer
Set Up of Admin Computer:
a. Install ILMS & AdministrateIT on Admin computer and/or network
b. Install courses
c. Create Course Instances
d. Set Up Students
e. Create disconnected data set
f. Backup ILMS Share folder
g. Prepare & move the data set and the ILMS share folder from admin machine to portable hard drive (20GB or better)
h. Items needed to finalize set up of disconnected machine: Portable hard drive with data set & ILMS share folder
3
Disconnected Computer
LearnIT Only
Finalize Set Up of Disconnected Computer:
a. Copy ILMS share folder from portable hard drive to disconnected machine
b. Import Data Set from portable media
Disconnected Computer
Administer Training:
4
a. Provide students with their account information
b. Have students take courses
Disconnected Computer
5
Export Disconnected Results:
a. When ready, log into LearnIT as administrator
b. Create file to export student data – save file to portable media such as a thumb drive or CD
c. Take portable media to admin machine
As long as licenses are not checked back into AdministrateIT, students can continue to train on disconnected computer. Data can continue to be updated by repeating steps 5 & 6.
Admin Computer
AdministrateIT
6
Import Disconnected Student Data:
a. Login to AdministrateIT
b. Import Disconnected Data

Figure 241. Disconnected Process Overview

Step 1: Initial Set Up of Disconnected Computer

a) Installing LearnIT Only

The only software application you'll need on the disconnected computer is LearnIT. You can install LearnIT on as many computers as you like. Detailed instructions for installing "LearnIT Only" can be found in Chapter 8.

b) Retrieve Machine ID

The first time you start LearnIT on the Disconnected computer, you will be presented with the Remote Connection dialog followed by the Disconnected Disk Wizard.

1. Begin by double-clicking on the LearnIT icon on the desktop of the disconnected computer.

2. Use the default settings for the remote connection information. Click [OK].

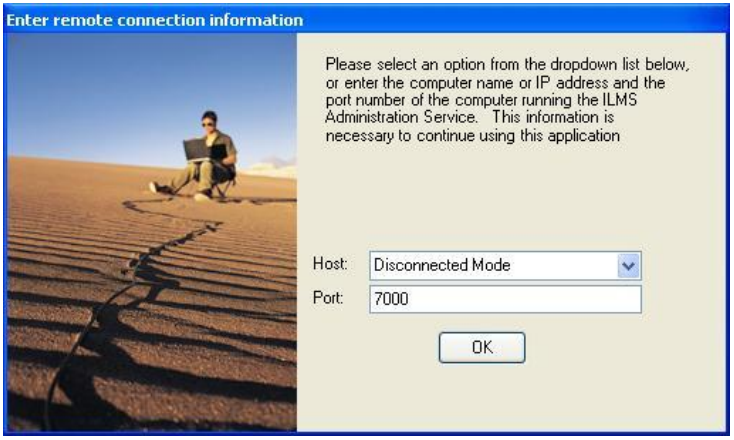

Enter remote connection information
Please select an option from the dropdown list below, or enter the computer name or IP address and the port number of the computer running the ILMS Administration Service. This information is necessary to continue using this application
Host:
Disconnected Mode
Port:
7000
OK

Figure 242. Disconnected Machine Connection Properties

3. The Disconnected Disk Wizard begins. Click [Next] to continue.

Figure 243. Starting the Disconnected Import Wizard

4. The wizard automatically retrieves and displays the Machine ID for the disconnected computer. Copy and save it. It needs to be sent to the Admin computer.

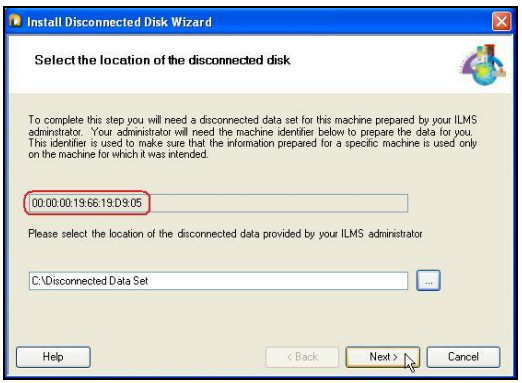

Install Disconnected Disk Wizard
Select the location of the disconnected disk
To complete this step you will need a disconnected data set for this machine prepared by your ILMS adminstrator. Your administrator will need the machine identifier below to prepare the data for you. This identifier is used to make sure that the information prepared for a specific machine is used only on the machine for which it was intended.
00:00:00:19:66:19:D9:05
Please select the location of the disconnected data provided by your ILMS administrator
C:\Disconnected Data Set
...
Help
< Back
Next >
Cancel

Figure 244, Getting the Machine ID for a Disconnected Machine

Note: The Machine ID is a unique identifier that is different for each and every computer in the world. You will need to retrieve the Machine ID for all of your disconnected computers.

Copy the Machine ID into an email, or on to a flash / thumb-drive, etc. Choose the method that works best for you to be able to send it to the Admin computer.

5. You can now [Cancel] out of the Disconnected Disk Wizard. You'll run it again later to finalize the setup of the disconnected computer after you have generated the disconnected data set in AdministrateIT.

   If you try to continue without a proper dataset you'll receive this error message.

Figure 245. Error Shown if Disconnected Data Set Not Provided

Step 2: Set Up of Admin Computer

a) Install ILMS & AdministrateIT on Admin Computer and/or Network (Chapters 1 - 8)

b) Install Courses: On the Admin computer, login to AdministrateIT to install your courses (Chapter 14),

c) Create course instances (chapter 15)

d) Create Student Accounts (Chapter 16).

   Make sure the students who will be using the disconnected computer are enrolled in the course instances set up for that particular machine or set the courses to allow self-enrolment.

   You should create a Disconnected Administrator account if someone else will be collecting student course data from the disconnected computer. You will want to do this if the disconnected computer is geographically distant or it is simply not practical for you to get the data yourself.

   Note: You will need to provide the disconnected administrator with the Login ID and Password for the Disconnected Administrator account. Record the Disconnected Administrator User ID and Password in the Disconnected Students section of your Configuration Information document (see page 253 of this User's Manual) so you won't forget it.

You must login as an Administrator to import the data set into the Disconnected LearnIT computer and to export the disconnected student data for shipping back to the Admin computer. It is a good idea to keep the Disconnected Administrator account as one that is used only for importing and retrieving student course data. This way, if the person charged with gathering that information changes you can simply reassign the Disconnected Administrator account.

To create a Disconnected Administrator account create a new student account for the individual you wish to designate as the Disconnected Administrator (see create new student, Chapter 16). Check “Administrator” in the Create Student window. This will grant that individual account Administrator privileges for ILMS.

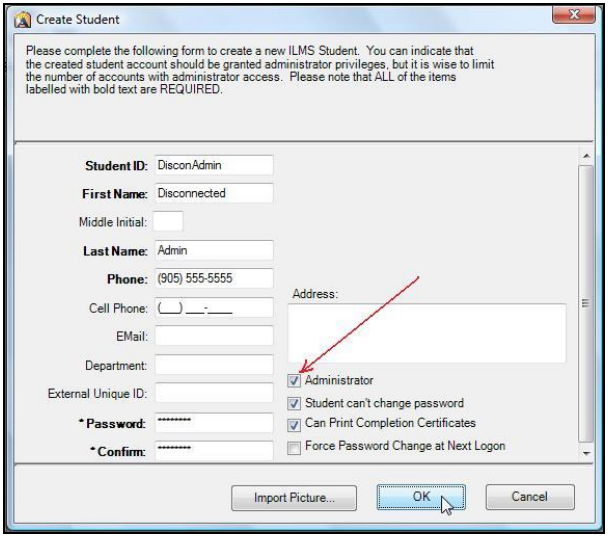

Create Student
Please complete the following form to create a new ILMS Student. You can indicate that the created student account should be granted administrator privileges, but it is wise to limit the number of accounts with administrator access. Please note that ALL of the items labelled with bold text are REQUIRED.
Student ID: DisconAdmin
First Name: Disconnected
Middle Initial:
Last Name: Admin
Phone: (905) 555-5555
Cell Phone: (___) ___-____
EMail:
Department:
External Unique ID:
*Password:
*Confirm:
Address:
Administrator
Student can't change password
Can Print Completion Certificates
Force Password Change at Next Logon
Import Picture...
OK
Cancel

Figure 246. Create Student Dialog

e) Create the Disconnected Data Set

Now that you have installed the courses, created course instances and created accounts for the students (and administrator), you can prepare the dataset for the Disconnected Computer. Click on the Disconnected Machines

tab in AdministrateIT and click on the [Create Disconnected Machine] button.

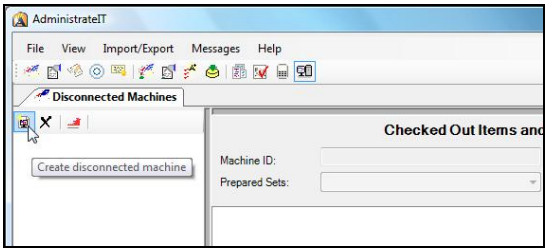


Figure 247. Disconnected Machines Tab

The 'Add Disconnected Machine' window opens.

1. Enter a meaningful Machine Name. You may be creating a lot of Data Sets for many different disconnected computers. Meaningful Machine Names, such as the location of the machine, the actual name of the machine, etc. will make organizing and managing these data sets a lot easier.
2. Enter the Machine ID from the Disconnected LearnIT Only computer. Re-enter this ID in the "Confirm Machine ID" field. This should have been supplied to you (see Retrieve Machine ID on page 201).

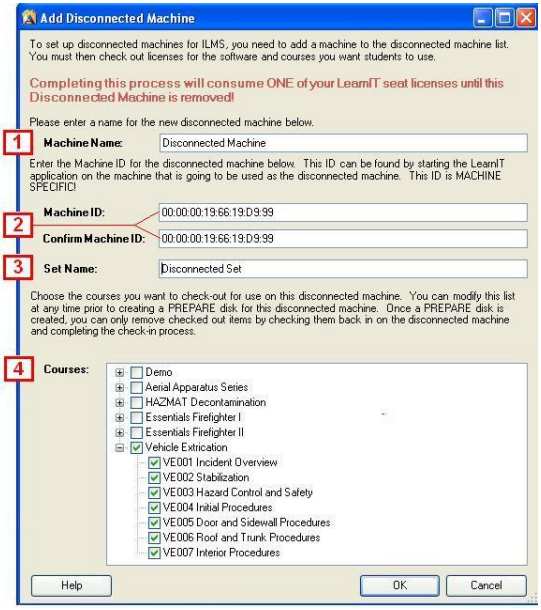

Add Disconnected Machine
To set up disconnected machines for ILMS, you need to add a machine to the disconnected machine list. You must then check out licenses for the software and courses you want students to use.
Completing this process will consume ONE of your LearnIT seat licenses until this Disconnected Machine is removed!
Please enter a name for the new disconnected machine below.
1
Machine Name:
Disconnected Machine
Enter the Machine ID for the disconnected machine below. This ID can be found by starting the LearnIT application on the machine that is going to be used as the disconnected machine. This ID is MACHINE SPECIFIC!
2
Machine ID:
00:00:00:19:66:19:D9:99
Confirm Machine ID:
00:00:00:19:66:19:D9:99
3
Set Name:
Disconnected Set
Choose the courses you want to check-out for use on this disconnected machine. You can modify this list at any time prior to creating a PREPARE disk for this disconnected machine. Once a PREPARE disk is created, you can only remove checked out items by checking them back in on the disconnected machine and completing the check-in process.
4
Courses:
Demo
Aerial Apparatus Series
HAZMAT Decontamination
Essentials Firefighter I
Essentials Firefighter II
Vehicle Extrication
VE001 Incident Overview
VE002 Stabilization
VE003 Hazard Control and Safety
VE004 Initial Procedures
VE005 Door and Sidewall Procedures
VE006 Roof and Trunk Procedures
VE007 Interior Procedures
Help
OK
Cancel

Figure 248. Set Disconnected Machine Properties

3. Enter a data Set Name.
4. Checkmark the courses you wish to deploy to this disconnected computer. Make sure that courses you want to deploy to the Disconnected Computer are marked as *Prepared* (has a check mark in the course box) in the Course Properties tab. Otherwise they will be visible but greyed out and you can't change them. (For a definition of "Prepared" see *States of Preparedness*, page 137).

Disconnected Course Groups

During the process of generating a disconnected data set you will not be selecting individual course instances, rather the courses themselves. Remember that a course instance is a customized version of a full course. The full course content will need to be installed on the disconnected machine (see page 210). The course instances pertaining to the course are part of the data set.

When a course is originally authored, it is most likely part of a series. Courses are

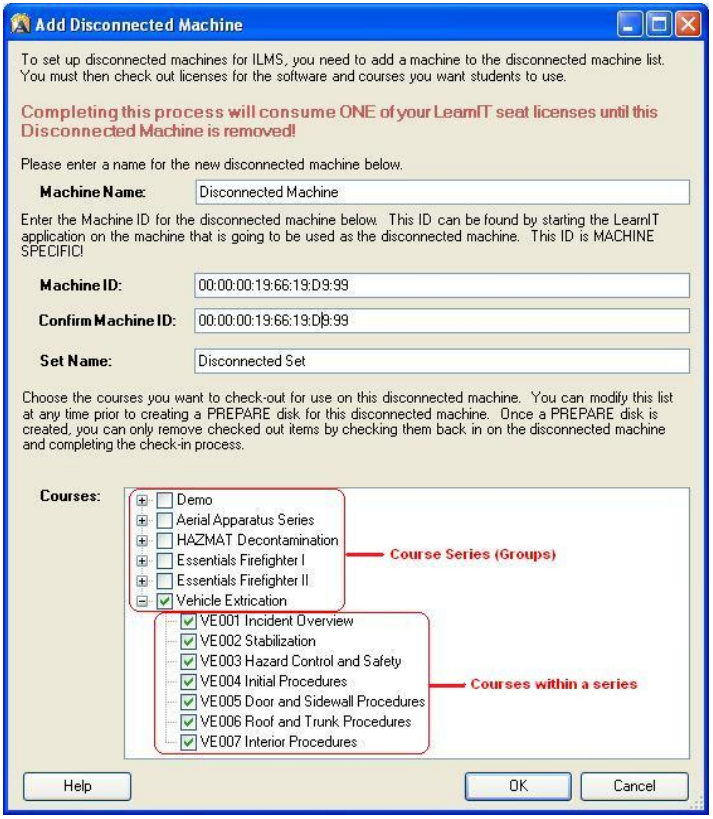

Add Disconnected Machine
To set up disconnected machines for ILMS, you need to add a machine to the disconnected machine list. You must then check out licenses for the software and courses you want students to use.
Completing this process will consume ONE of your LearnIT seat licenses until this Disconnected Machine is removed!
Please enter a name for the new disconnected machine below.
Machine Name:
Disconnected Machine
Enter the Machine ID for the disconnected machine below. This ID can be found by starting the LearnIT application on the machine that is going to be used as the disconnected machine. This ID is MACHINE SPECIFIC!
Machine ID:
00:00:00:19:66:19:D9:99
Confirm Machine ID:
00:00:00:19:66:19:D9:99
Set Name:
Disconnected Set
Choose the courses you want to check-out for use on this disconnected machine. You can modify this list at any time prior to creating a PREPARE disk for this disconnected machine. Once a PREPARE disk is created, you can only remove checked out items by checking them back in on the disconnected machine and completing the check-in process.
Courses:
Demo
Aerial Apparatus Series
HAZMAT Decontamination
Essentials Firefighter I
Essentials Firefighter II
Vehicle Extrication
Course Series (Groups)
VE001 Incident Overview
VE002 Stabilization
VE003 Hazard Control and Safety
VE004 Initial Procedures
VE005 Door and Sidewall Procedures
VE006 Roof and Trunk Procedures
VE007 Interior Procedures
Courses within a series
Help
OK
Cancel

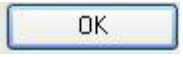
Figure 249. Disconnected Course Groups

grouped in these series which are identified by their sub-titles. When creating a disconnected data set, you will find courses listed within their series. Checking the series box checks all courses for the series selected.

Note: It is a common mistake to think that the course groups refer to the course instance groups created by the administrator in AdministrateIT. The course groups actually refer to the series created by the course author.

Licensing – Disconnected Seats

The floating license model of the courses and LearnIT software provides a concurrent user model that allows software and courses to be shared across any number of machines in a networked environment. Every disconnected machine you create consumes the assigned set of course and software licenses until it is checked in again. Once a seat is checked-in, the course or software related to that seat will no longer be useable on the disconnected machine but it will be available to students on the computer network or on the stand-alone computer using ILMS after the disconnected data and checked in licenses are imported into the AdministrateIT application.

Click 

to complete the data set creation.

f) Backup ILMSShare2 Folder

This folder is created on the (C:) drive on a stand-alone computer during the installation of ILMS. It may be located on a different drive on a network installation.

This will protect you if anything happens to that folder while copying the contents to your portable media during the next step of the disconnected process.

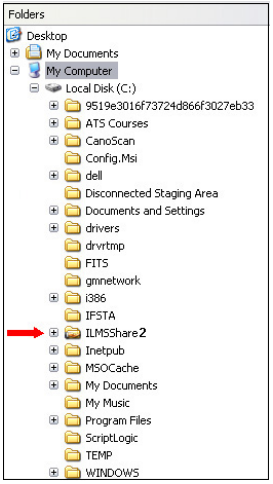


Figure 250. Finding ILMSShare2

g) Prepare and Move the Data Set

Prepare the Data Set:

After the data set is generated it must be prepared to move to the Disconnected Computer.

Select the data set that you wish to prepare by clicking on it in the Disconnected Machines tab to highlight it and then click the [Prepare disconnected data set] button.

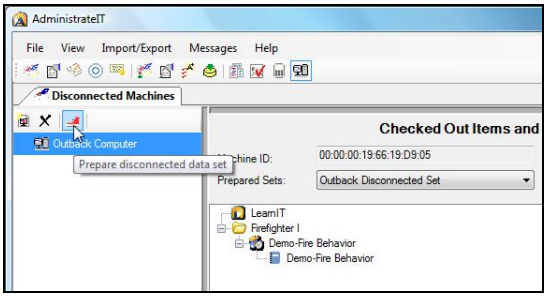


Figure 251. Selecting a Data Set to Prepare

The Create Disconnected Disk Wizard window opens.

Create Disconnected Disk Wizard
ILUMINAR
Prepare a Disconnected Disk Set
Machine Name:
Outback Computer
Machine ID:
00:00:00:19:66:19:D9:05
Set Name:
Outback Disconnected Set
Please select the location to store the files generated. This should be a temporary directory that you can access to copy the files to a CD, DVD or some other transportable media when you are ready to set up the disconnected machine.
C:\Disconnected Staging Area\Outback Computer
OK
Cancel

Figure 252. Saving the Disconnected Data Set

Click on the browse button to select a location where you can save the prepared data set. It is recommended that you create a folder such as *Disconnected Staging Area* and then create a sub-folder for each

disconnected data set you will generate. The sub-folder name would most logically match the Machine Name, in this example - *Outback Computer*. The sub-folders will be particularly useful if you are setting up more than one Disconnected Computer.

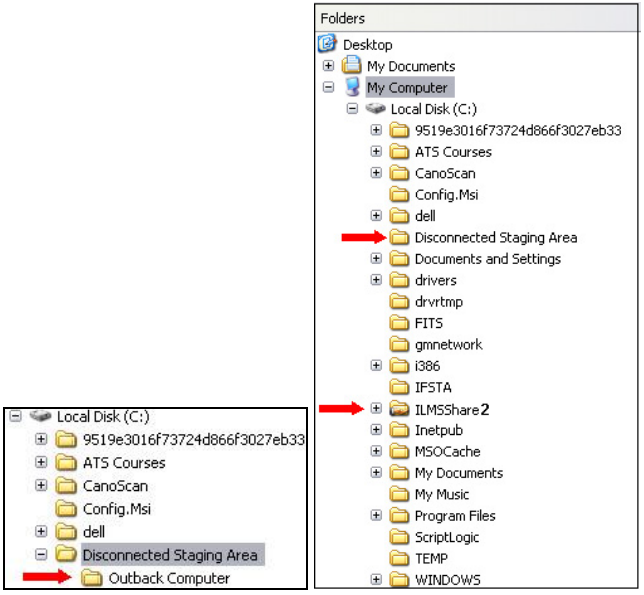
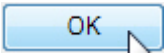


Figure 253. Disconnected File Location

This folder should be saved to your (C:) drive, as in this example, or on your network in a location that you can access later, so you can copy the files to some portable media for transport to the Disconnected Computer.

It is a good idea to locate the Disconnected Staging Area folder in the same place as the ILMSShare2 folder, since both of these folders need to be copied to the Disconnected Computer.

The ILMSShare2 folder is automatically created when ILMS is installed. Keeping them in the same location makes the copy step easier. On a stand-alone computer the ILMSShare2 folder is created on the (C:) drive

Click 

to complete preparing the data set.

Move the Data Set and the Course Content Information:

This will require portable media with at least a 20GB storage capacity. A portable hard drive with a USB 2 or FireWire connection is recommended or a large flash drive. As of this writing a 500GB portable hard drive can be purchased for around $85 and a 32GB flash drive costs about $60-$80.

h) Two items need to move to the Disconnected Computer to finish its set up.

1. The prepared disconnected data set saved in the Disconnected Staging Area folder.
2. The contents of the ILMS Share folder (the course content information) that is automatically created on your computer. This contains all the course media (such as video files) and the information for students and course instances.

******IMPORTANT! Before proceeding any further, have you backed up your ILMS Share folder? Remember, this will protect you if anything happens to that folder while copying the contents to your portable media.***

- Connect the portable drive to your computer.
- Browse to the (C:) drive (or wherever your ILMS Share and Disconnected Staging Area folder are located), on your computer
- Locate the Disconnected Staging Area folder.
- Browse to the sub-folder containing your Disconnected Data Set, in this case *Outback Computer*. Right click on it and pick COPY from the drop-down list.
- Browse to your portable drive,
- Right click on it and pick PASTE from the drop-down list.

While you still have the drive window open create a new folder called *Copy ILMSShare2*. This is where you will copy and paste the entire contents of the ILMS Share folder, not the folder itself.

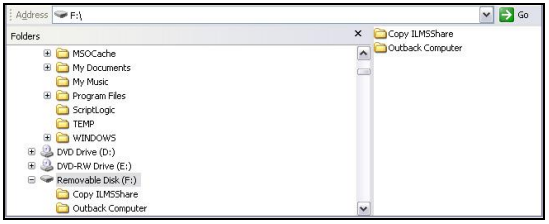


Figure 254. Backing up the ILMSShare2 Folder

- Next, browse back to the ILMSShare folder on the Admin computer.
- Left click on the folder to display the contents.
- Hold down the Control key and press the "A" key to select all of the items in the window).
- When all are highlighted, right click on one of the items and pick COPY from the drop-down list.

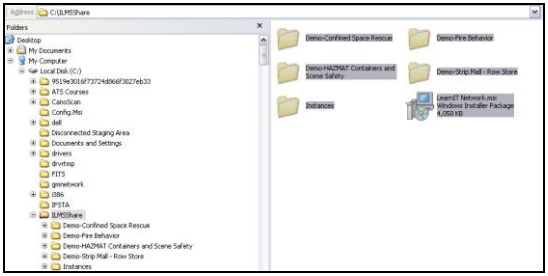


Figure 255. Copy Content to Portable Device

Browse back to the portable drive, right click on the "*Copy ILMSShare2"* folder and pick PASTE from the drop-down list. This will copy all the contents to that folder.

You are now ready to take your portable media to the Disconnected Computer to finalize its set up.

Step 3: Finalize Set Up of Disconnected Computer

The following steps are performed on the disconnected computer.

a) Copy ILMSShare2 folder to disconnected computer

First, connect the portable hard drive to the disconnected computer. Allow it to be detected by your computer.

Next open “My Computer” and browse to the portable hard drive.

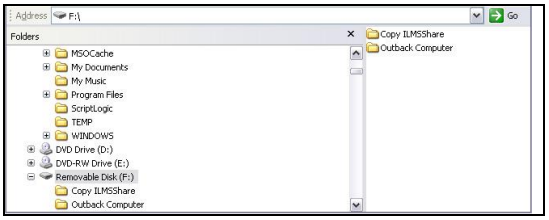


Figure 256. Copy Files from Portable Device to Disconnected Machine

- Open the “Copy ILMSShare2” folder, highlight one of the items in the folder
- Hold down the “Control” key and press the “A” key, this will select all the items in the folder.
- Now, hold down the “Control” key again and press the “C” key. That will copy everything that is highlighted.
- Browse to the “C:ILMSShare2” folder and open the folder.
- Right click in a clear space of the opened folder and select “paste”. This will begin the transferring of data *(It may take several minutes depending on the amount of data being transferred and the speed of the computer).*

Note: you may be prompted that a file already exists, if this is your first installation simply select “yes- to all” all the way through. If it’s not your first time read carefully which files it’s looking to replace and choose appropriately.

Once the transfer is complete you will need to right click in any blank spot in the opened ILMSShare2 folder and scroll to the bottom of the list and select “properties”.,

Figure 257. Accessing the ILMSShare2 Folder Properties

The ILMSShare2 properties window will open, click on the "Sharing" tab, on this screen you need to make sure "Share this folder" is selected along with "maximum allowed".

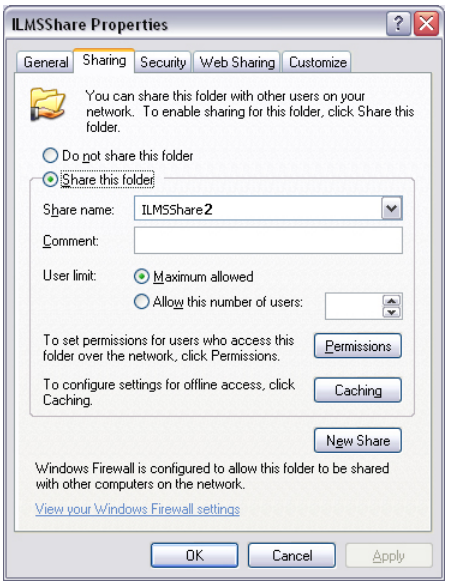

ILMSShare Properties
General
Sharing
Security
Web Sharing
Customize
You can share this folder with other users on your network. To enable sharing for this folder, click Share this folder.
Do not share this folder
Share this folder
Share name: ILMSShare2
Comment:
User limit: Maximum allowed
Allow this number of users:
To set permissions for users who access this folder over the network, click Permissions.
Permissions
To configure settings for offline access, click Caching.
Caching
New Share
Windows Firewall is configured to allow this folder to be shared with other computers on the network.
View your Windows Firewall settings
OK
Cancel
Apply

Figure 258. Sharing the ILMSShare2 Folder

Click on the PERMISSIONS button, make sure *Everyone* is highlighted in the *Group or user names* pane and in the *Permissions for Everyone* pane, all of the allow boxes are checked. If they aren't you need to check them and click on

APPLY at the bottom right of the window and select OK. If they are checked, click CANCEL to exit.

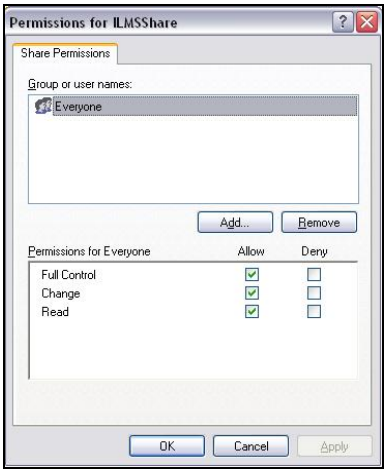


Figure 259. Setting Permissions

Now click on the “Security” tab in the ILMSShare2 properties window. Again highlight “Everyone” in the “Group or user names” pane and verify “Full Control” has “Allow” checked and Apply & OK.

Figure 260. Allowing User Control

b) Import Data Set from Portable Media

Log in to LearnIT as the disconnected administrator. You will be presented with the Remote Configuration wizard.

Be sure the Host field is set to 'Disconnected Mode'. Use the default port 7000 unless it conflicts with another process running on the computer. Click [OK].

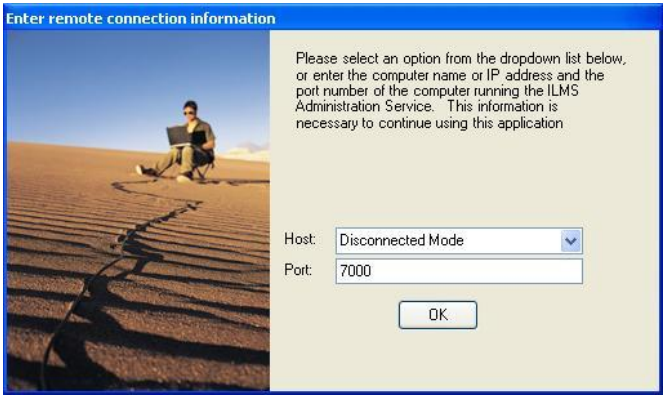

Enter remote connection information
Please select an option from the dropdown list below, or enter the computer name or IP address and the port number of the computer running the ILMS Administration Service. This information is necessary to continue using this application
Host:
Disconnected Mode
Port:
7000
OK

Figure 261. Initial LearnIT Start Up

The Disconnected Disk wizard will now be displayed with some general instructions. Click [Next] to continue.

Install Disconnected Disk Wizard
Welcome to the Install Disconnected Disk Wizard
This wizard will help setup a machine to run in fully disconnected mode. Before continuing with this wizard you need to have a disk that has been provided to you by your system administrator. This disk will contain all of the course data that is required to run with no network connection. With this wizard you will:
Select the location of the files generated by your administrator
Select where you would like the files installed on the local computer
Wait for the process to complete
Help
Back
Next
Cancel

Figure 262. Install Disconnected Disk Wizard

Your Machine ID is displayed. Click the browse button to the disconnected data set folder you created on the portable hard drive. Click [Next] to continue.

Install Disconnected Disk Wizard
Select the location of the disconnected disk
To complete this step you will need a disconnected data set for this machine prepared by your ILMS administrator. Your administrator will need the machine identifier below to prepare the data for you. This identifier is used to make sure that the information prepared for a specific machine is used only on the machine for which it was intended.
Machine ID:
00:00:00:19:66:19:D9:05
Please locate the disconnected data provided by your ILMS administrator
C:\Disconnected Staging Area
Help
Back
Next
Cancel

Figure 263. Reporting of the MachineID

The process will complete. Click [Next] to continue.

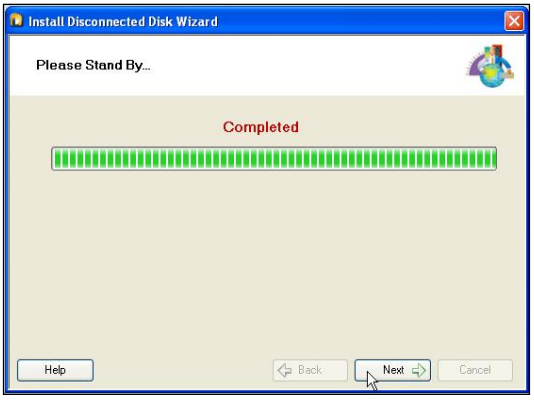


Figure 264. Install Disconnected Disk Progress

Some stats and messages are displayed. Click [Finish] to complete the wizard.

Install Disconnected Disk Wizard
Completing the Install Disconnected Disk Wizard
The status of the wizard is listed below, along with any necessay follow up steps
Status: Successful
Follow Up: Files have been placed in: C:\ILMSShare\Instances\. LearnIT is now ready to run
Help
Back
Finish
Cancel

Figure 265. Disconnected Install Finished

The wizard closes and the LearnIT log in window is presented. Fill in your disconnected administrator Login ID and Password. Click [OK] to continue.

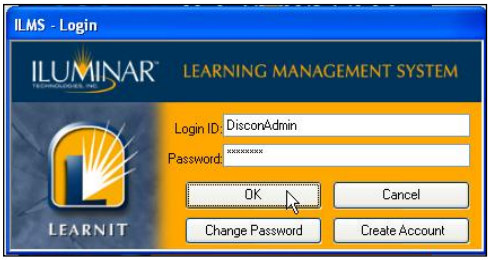


Figure 266. LearnIT Login Wndow

From the 'Admin' menu select 'Options'….

Figure 267. Setting Configuration Options

Check the LearnIT "Options". Verify the following items:

- Disconnected computer name should be correct
- Machine ID should be correct
- License Manager Server should be 'Localhost'
- Course Instance Path should be 'C:\ILMSShare2\Instances\'
- Media Content Path should be 'C:\ILMSShare2\'

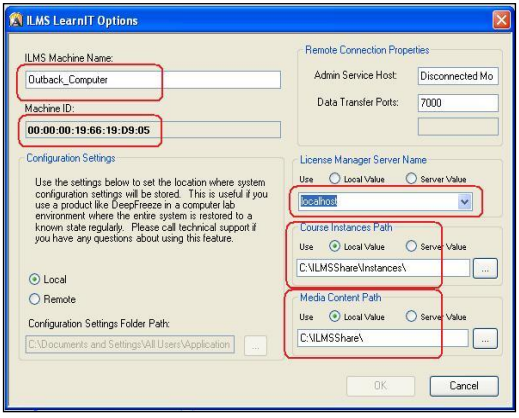

ILMS LearnIT Options
ILMS Machine Name:
Outback_Computer
Machine ID:
00:00:00:19:66:19:D9:05
Configuration Settings
Use the settings below to set the location where system configuration settings will be stored. This is useful if you use a product like DeepFreeze in a computer lab environment where the entire system is restored to a known state regularly. Please call technical support if you have any questions about using this feature.
Local
Remote
Configuration Settings Folder Path:
C:\Documents and Settings\All Users\Application
Remote Connection Properties
Admin Service Host:
Disconnected Mo
Data Transfer Ports:
7000
License Manager Server Name
Use
Local Value
Server Value
localhost
Course Instances Path
C:\ILMSShare\Instances\
Media Content Path
C:\ILMSShare\
OK
Cancel

Figure 268. Disconnected LearnIT Configuration Options

You can now close out of LearnIT and let your student(s) start taking their courses.

Step 4: Administer Training - Capture Student Course Data

a) Provide students with their account information.

b) Have students take courses

Each student logs into LearnIT to take courses. For specific details, see "*Login to LearnIT*" (Chapter 19, page 173) and "*Taking a Course*"(Chapter 20, page 181).

Checking In Disconnected Licenses

A floating license model is similar to lending books in a library. If you have 5 seats licenses for a particular course, it's like having 5 copies of the same book in a library. Up to five people can read one of the copies of the same course simultaneously. The sixth person must wait until someone returns one of the copies before they can have access.

In order to facilitate a floating license for courses used in the disconnected environment, a license is checked out and remains in use until checked back in.

Before exporting the student data you need to check in licenses for any courses that you do not currently need on the disconnected machine. Checked-in licenses will be included in the files you generate when Exporting Disconnected Results. If they are not checked in, they will not be included and will still be available for use on the disconnected machine. Checked in licenses can later be checked back out to the same disconnected machine.

If you do not need to check in any licenses (you just want to transfer student records back to the AdministrateIT machine) skip to step 5 - see page 220.

Log into LearnIT using your administrator account.

Select the menu item Admin > License Management… .

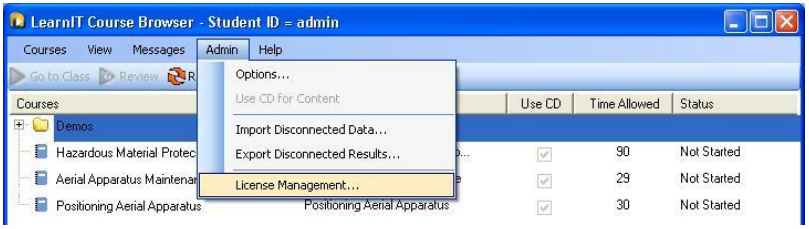


Figure 269. Accessing License Management on a Disconnected Machine

An interface opens listing the courses that you currently hold licenses for. Select the course whose license you wish to check in and click on the [Check In] button beside it.

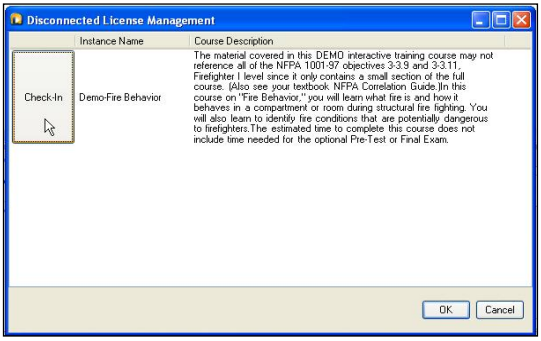

Disconnected License Management
Instance Name
Course Description
Check-In
Demo-Fire Behavior
The material covered in this DEMO interactive training course may not reference all of the NFPA 1001-97 objectives 3-3.9 and 3-3.11, Firefighter I level since it only contains a small section of the full course. (Also see your textbook NFPA Correlation Guide.)In this course on "Fire Behavior," you will learn what fire is and how it behaves in a compartment or room during structural fire fighting. You will also learn to identify fire conditions that are potentially dangerous to firefighters.The estimated time to complete this course does not include time needed for the optional Pre-Test or Final Exam.
OK
Cancel

Figure 270. Checking In a Disconnected License

You'll see that the course name and description become strike-though and the course is no longer licensed. If you made a mistake, click [Cancel] now. Otherwise, click [OK].

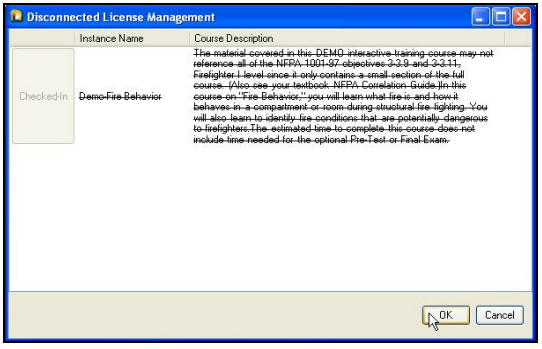

Disconnected License Management
Instance Name
Course Description
Checked-In
Demo-Fire Behavior
The material covered in this DEMO interactive training course may not reference all of the NFPA 1001-97 objectives 3-3.9 and 3-3.11, Firefighter I level since it only contains a small section of the full course. (Also see your textbook NFPA Correlation Guide.)In this course on "Fire Behavior," you will learn what fire is and how it behaves in a compartment or room during structural fire fighting. You will also learn to identify fire conditions that are potentially dangerous to firefighters.The estimated time to complete this course does not include time needed for the optional Pre-Test or Final Exam.
OK
Cancel

Figure 271. Results of Checking in a License

You can continue using the disconnected machine for other courses whose licenses you did not check in or you can export the student data. LearnIT on the disconnected computer will not allow any further access to a course once its license has been checked in.

Step 5: Export Disconnected Results

Now you can send the disconnected student data back to the Admin Computer.

1. Login to LearnIT on the Disconnected Computer as an Administrator (as the main administrator or a disconnected administrator)
2. Create File to Export Student Data

Before exporting the student data you need to check in licenses for any courses that will not be used any longer on the disconnected machine.

Checked-in licenses will be included in the files you generate when Exporting Disconnected Results. See page 218. If you are not checking in licenses, proceed.

From the 'Admin' menu item, select 'Export Disconnected Results…'

Figure 272. Export Disconnected Results

The Export Disconnected Data Wizard appears. Click [Next] to continue.

Export Disconnected Data Wizard
Welcome to the Export Disconnected Data Wizard
This wizard will help prepare the data that has been collected throughout the usage of this disconnected workstation and ready it for import back into the remote administration station. With this wizard you will:
Select where you would like the files placed on the computer
Wait for the process to complete
Help
Back
Next
Cancel

Figure 273. Export Disconnected Results Startup Dialog

Select a location on some portable media where you can save the data. Click [Next] to continue.

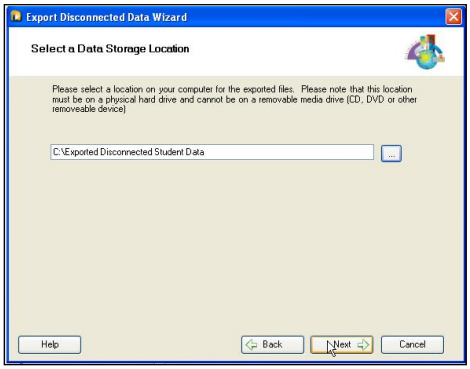

Export Disconnected Data Wizard
Select a Data Storage Location
Please select a location on your computer for the exported files. Please note that this location must be on a physical hard drive and cannot be on a removable media drive (CD, DVD or other removeable device)
C:\Exported Disconnected Student Data
Help
Back
Next
Cancel

Figure 274. Select a Destination for Exported Files

The export process completes. Click [Next] to continue.

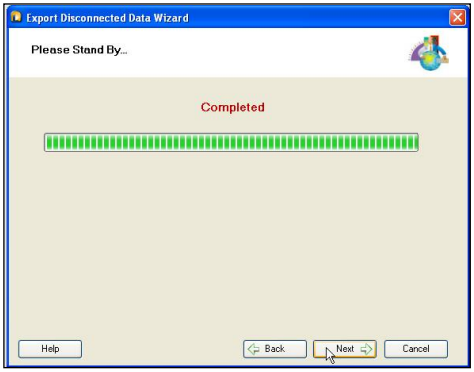


Figure 275. Export Disconnected Progress

Some status information and messages are displayed. Click [Finish] to complete the wizard.

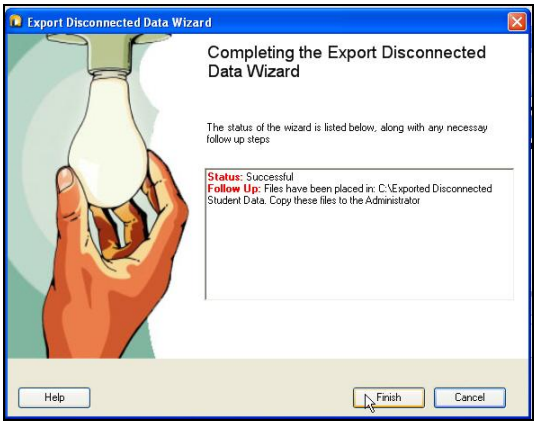

Export Disconnected Data Wizard
Completing the Export Disconnected Data Wizard
The status of the wizard is listed below, along with any necessay follow up steps
Status: Successful
Follow Up: Files have been placed in: C:\Exported Disconnected Student Data. Copy these files to the Administrator
Help
Finish
Cancel

Figure 276. Export Disconnected Completed

3. Take Portable Media to Admin Computer

Step 6. Import Disconnected Student Data

a) Login to AdministrateIT

b) Import Disconnected Data

Select menu item Import/Export > Import Disconnected Data…

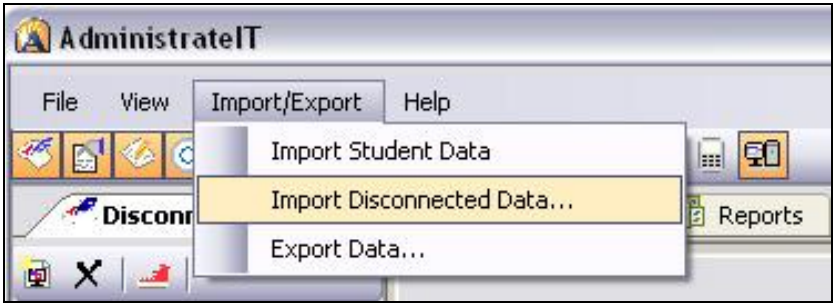
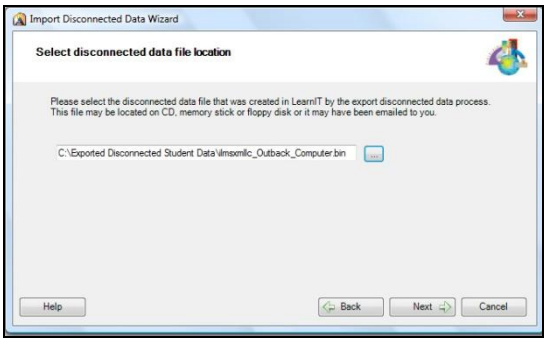


Figure 277. Importing Disconnected Data

The 'Import Disconnected Data Wizard' appears. Click [Next] to continue.

Import Disconnected Data Wizard
ILUMINAR
Welcome to the Import Disconnected Data Wizard
This wizard will help you import data that has been collected from a disconnected machine. You will need to run the export wizard in LearnIT prior to using this wizard. With this wizard you will:
Select the location of the file retrieved from the disconnected machine
Wait for the data to be imported
Help
Back
Next
Cancel

Browse to the disconnected student data and click [Next] to continue.


Import Disconnected Data Wizard
Select disconnected data file location
Please select the disconnected data file that was created in LearnIT by the export disconnected data process. This file may be located on CD, memory stick or floppy disk or it may have been emailed to you.
C:\Exported Disconnected Student Data\ilmsxmlic_Outback_Computer.bin
Help
Back
Next
Cancel

Click [Finish] to complete the wizard.

If licenses are not checked back into the Admin computer (i.e. only student course data is checked in), students can keep training on the disconnected machine. When that data needs to be captured repeat steps 5 & 6.

What happens to the Checked-in License?

Course licenses should be checked in before you Export Disconnected Results (see page 220). By "checking in" a course license you have, in effect, flagged the license to be included in the data files the next time you Export Disconnected Results (see page 220). Once checked in, a course license becomes unavailable to the disconnected computer and that course can no longer be taken. Therefore,

check in only those course licenses that you currently do not need on the disconnected machine.

When the Exported Disconnected Result files are later imported back into AdministrateIT, the floating course license will again be available to AdministrateIT and anyone on the fully connected computers.

The license manager will show you the disconnected licenses in use. They will remain in use until they are specifically checked back in.

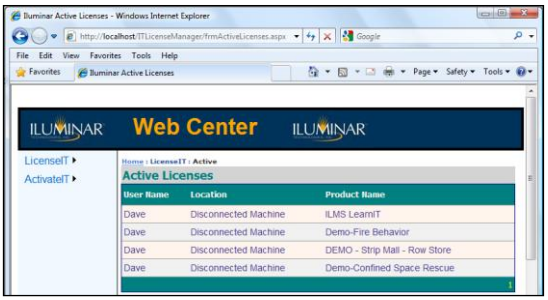


Figure 278. Checking the License Manager

Incorrect Machine ID

It is very important that a data set is matched up correctly with the disconnected computer for which it was created. The common link is the Machine ID.

If the integrity of the Machine ID is in question, this message will be presented on the disconnected computer.

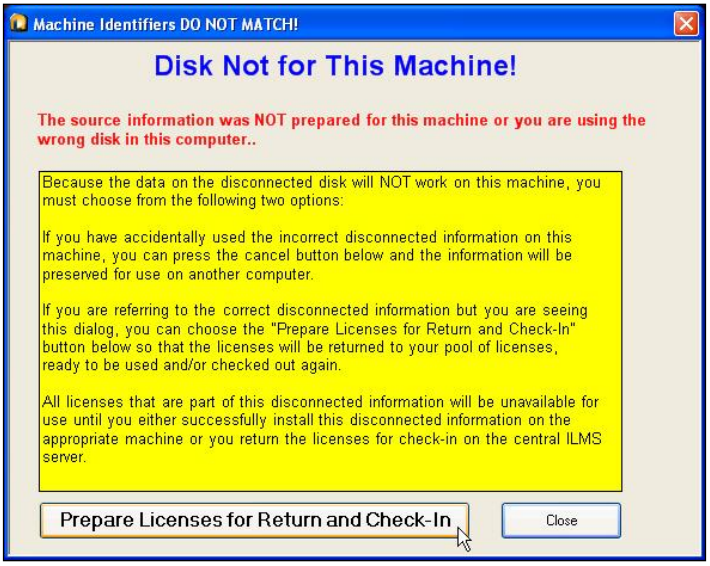

Machine Identifiers DO NOT MATCH!
Disk Not for This Machine!
The source information was NOT prepared for this machine or you are using the wrong disk in this computer..
Because the data on the disconnected disk will NOT work on this machine, you must choose from the following two options:
If you have accidentally used the incorrect disconnected information on this machine, you can press the cancel button below and the information will be preserved for use on another computer.
If you are referring to the correct disconnected information but you are seeing this dialog, you can choose the "Prepare Licenses for Return and Check-In" button below so that the licenses will be returned to your pool of licenses, ready to be used and/or checked out again.
All licenses that are part of this disconnected information will be unavailable for use until you either successfully install this disconnected information on the appropriate machine or you return the licenses for check-in on the central ILMS server.
Prepare Licenses for Return and Check-In
Close

Figure 279. Incorrect Machine ID Discovered

This can happen because the wrong Machine ID was used when the data set was created or because the data set was meant for a different computer.

Creating a data set uses up LearnIT and course instance licenses. If you believe this data set should be working on the computer where you received this window, you'll want to send it back for a new one. However, you'll first need to prepare the licenses for returning and checking back into AdministrateIT.

Click the button [Prepare Licenses for Return and Check-In]. This will generate a new file called "ReturnDeadEndDataSet.bin". Send this file back to the AdministrateIT computer for check-in.

Back in AdministrateIT

Back in AdministrateIT the administrator will need to check in the dead end bin file.

Select Import/Export > Import Disconnected Data…

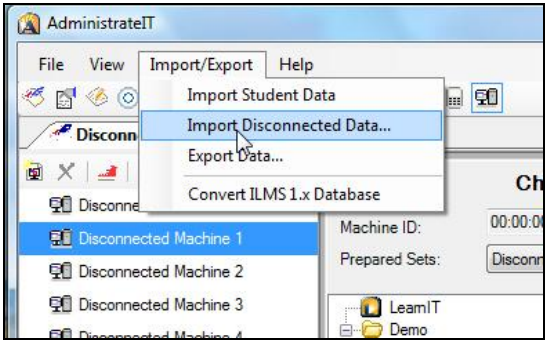


Figure 280. Importing the Dead End Data

Navigate to the file ‘ReturnDeadEndDataSet.bin’ and select it.

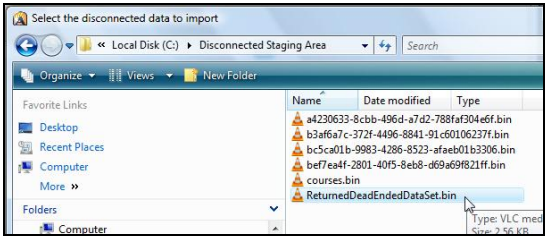


Figure 281. Location the Dead End Data File

Click [Next] to check in the file. Your extraneous licenses will be checked in and you can now re-generate a new data set for the disconnected computer.

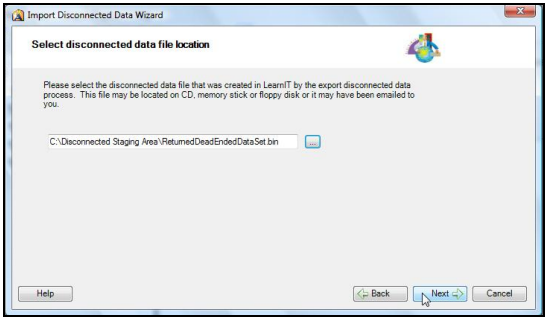

Import Disconnected Data Wizard
Select disconnected data file location
Please select the disconnected data file that was created in LearnIT by the export disconnected data process. This file may be located on CD, memory stick or floppy disk or it may have been emailed to you.
C:\Disconnected Staging Area\ReturnedDeadEndedDataSet.bin
Help
Back
Next
Cancel

Figure 282. Restoring the Dead End Licenses

Chapter 22 – Advanced Course Customization Options

22

Customizing a course for your needs

An author may create packets that can be used by an organization for customization of a course. Inclusion of these packets in a course enables you to append training information to a pre-packaged course that is unique to your organization.

Many courses, for example, contain numerous hidden custom packets that act as placeholders. These placeholders give the Training Administrator a place to insert their own content. The Administrator can create their own audio, text or graphic files and simply name them the same as the custom placeholder files that are provided. The Administrator then makes these otherwise hidden packets visible within the course instance and the student is presented with this custom course material.

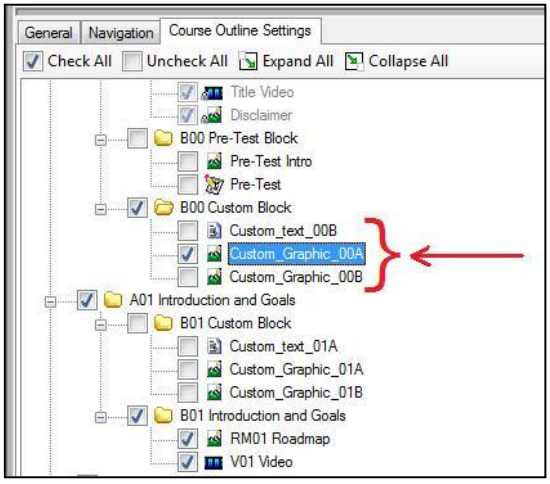


Figure 283 - Custom Packets

You can add an audio track to the custom text or custom graphics packet that you'd like to present in the course.

Checking these packets makes them visible to the student.

Uses of customization:

- Adding your company logo into the training materials
- Addressing a unique situation

A fire station uses a special kind of equipment that is specific only to that station. With local customization, the administrator for that station could customize a course to include education surrounding this piece of equipment.

Customization steps:

Requirements for customization:

- The course has to have been authored with placeholder packets for the administrator to customize
- The placeholder itself contains notes and instructions for the administrator including the file type and exact file name
- The administrator creates the content file with the specified name and then stores that file in the appropriate location
- A course may contain three types of packets that you can modify or replace with your own: Graphics (jpg), Text (rtf) and Audio (wav).
- The administrator changes the packet settings to allow the packet to be visible

Modifying the file to fit your needs

When a course is shipped to you, there are two types of packets that you can modify:

- Graphics
- Text

To modify the file to fit your needs:

You can modify the file to fit your needs by editing the graphics or text packets.

1. Use **My Computer** to browse to the location in which the course is installed.
2. Locate the **Media** subfolder.
3. If you are editing a text packet, open the appropriate .RTF file using Microsoft Word or an RTF editor of your choice. If you are editing a graphic packet, open the .JPG file using the graphics editor of your choice.

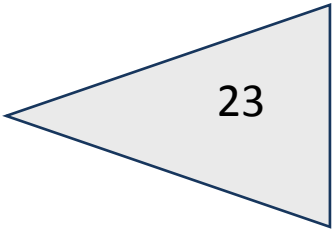
> Note: The file that you need to edit is usually entitled "Custom_graphic_<section number><a or b>" or "Custom_text_<section number><a or b>" depending on which type of packet you are editing. You can determine the correct file by creating an instance of the course that displays the custom section you want to display. The packet displayed tells you which file you need to edit.

4. Save the file after you're done editing.

To make the custom packets visible:

Create a new instance of the course, choosing to display the appropriate custom section.

Chapter 23 – Importing and Exporting



Importing and Exporting

AdministrateIT offers some useful utilities for importing and exporting data.

You can:

- Import student data from character separated files
- Export student database data
- Import information from disconnected students.

Importing existing student data

You can import lists of existing student data from standard character separated files.

What is a "Standard Character Separated" file?

This is essentially a "delimited" text file used for digital storage of data structured in a table form. Each piece of data is separated by the same special character. By far the most widely used character delimiter is the comma (,). These are known as Comma Separated Values (CSV) files.

Many database programs and spreadsheet applications such as Microsoft Excel can save or export their data in CSV format.

To import existing data:

1. From the **Import/Export** menu, click **Import Student Data**.

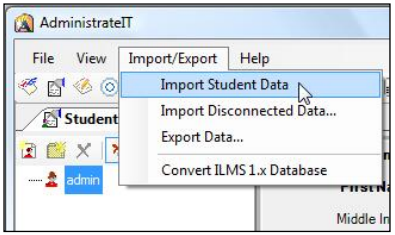


Figure 284 - Import Student Data

2. Browse to and identify the CSV file containing the student data to be imported

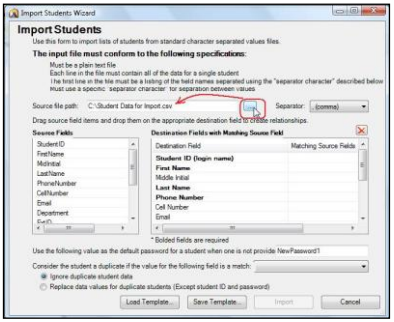


Figure 285 - Identify CSV File to Import

3. Drag and drop the Source fields to the Destination fields

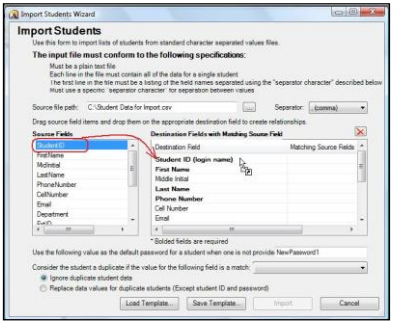
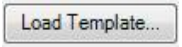


Figure 286 - Match Source with Destination Fields

4. Once everything is setup, it's a good idea to "Save Template" by clicking the

button. That way, next time you can just "Load Template" 

to save you from having to drag and drop each field again.

5. Click

to import the student data. The student accounts will be created auto-magically.

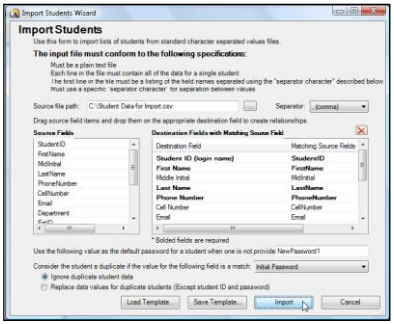

Import Students Wizard
Import Students
The input file must conform to the following specifications:
Source file path:
Separator:
Drag source field items and drop them on the appropriate destination field to create relationships.
Source Fields
Destination Fields with Matching Source Field
Destination Field
Matching Source Fields
Student ID (login name)
First Name
Middle Initial
Last Name
Phone Number
Cell Number
Email
Bolded fields are required
Use the following value as the default password for a student when one is not provide
Consider the student a duplicate if the value for the following field is a match:
Initial Password
Ignore duplicate student data
Replace data values for duplicate students (Except student ID and password)
Load Template...
Save Template...
Import
Cancel

Figure 287 - Ready to Import Student Data

Exporting existing data

You can export existing data from AdministrateIT using the Export Data function.

To Export Existing Data:

1. From the menu bar, click **Import/Export**, and then select **Export Data**.

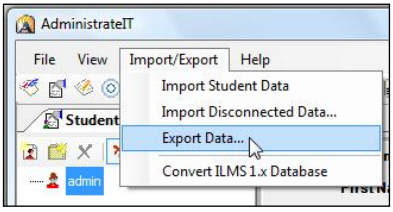


Figure 288 - Export Data

2. The **Export Data** wizard is displayed. Click the databases you want to export, and then click **Next**.

Export Data
Welcome to the ILMS Data Export Wizard
This wizard helps you export selected data to an eXtensible Markup Language (XML) file.
Please select the databases that you wish to export.
Cancel
Back
Next

Figure 289 - Select Database to Export

3. Browse to the location where you want to export the databases, and then click **OK**. Create a new folder if necessary.

   Click **Next**.

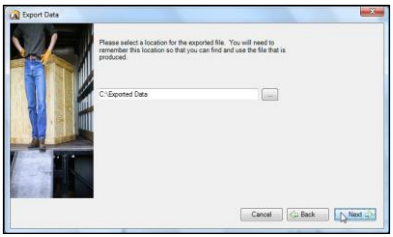

Export Data
Please select a location for the exported file. You will need to remember this location so that you can find and use the file that is produced.
C:\Exported Data
Cancel
Back
Next

Figure 290 - Destination for Exported File

4. A window displays with a **Completed** message.

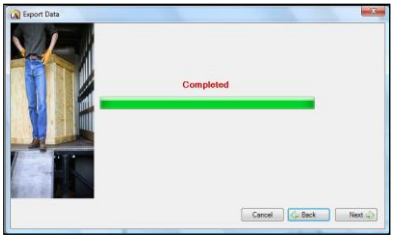


Figure 291 - Export Completed

5. A message is presented indicating that the export completed successfully

   Click **Finish**.

Export Data
The process has completed. Please see below for results and any follow-up steps that may be necessary.
Status: Successful
Follow-Up: Data has been exported from the database, you can access this data at: C:\Exported Data\export.xml
Click the Finish button to exit this wizard
Cancel
Back
Finish

Figure 292 - Operation was Successful

6. The Export Data wizard has produced a file called “export.xml” that you will find in the location you specified during the export process.

Chapter 24 – Backup & Restore ILMS Data

24

Introduction

Setting up the system involves installing software and courses, creating instances for courses, adding students and setting a host of properties that tailor the ILMS system to meet the needs of your organization. It may also involve creation of disconnected data sets and establishment of off-site distributed content file servers for locations with inadequate network bandwidth to support a full network model.

Once your ILMS system is set up the way you want it, you should back up the system to protect your investment of time and resources. Use the following procedures to properly record a backup of your entire ILMS system just in case some type of failure or disaster occurs. You may also want to perform this backup process regularly to record changes and student data that is captured during the operational use of the system.

When to Backup

There are several specific moments in time where you should consider creating a backup of your ILMS. A list of these backup opportunities would include:

- Immediately following initial installation and configuration
- Regular repeated backups to save and protect information collected during operational use
- Immediately prior to any major hardware or software upgrades
- Immediately prior to re-installing ILMS (if a re-install ever becomes necessary)

It can be said that the largest question that looms on the horizon for any computer based system is not, will a catastrophe occur that will result in the loss of our system and its data, but when will a failure occur. Given this knowledge, it

is important to have a planned strategy for backing up the ILMS and properly executing that plan.

What to Backup

You will want to backup 4 different components of the system:

- Databases
- Installed Courses
- Configuration Files
- License Files

The components listed above, should generally be backed up in the order given, preferably during a period when there are no students or administrators actively using the system

Database Backup

- First be sure to close AdministrateIT.
- Open Control Panel\Administrative Tools\Services
- Right mouse-click on SQL Server (ILMS) and 'Stop' the service

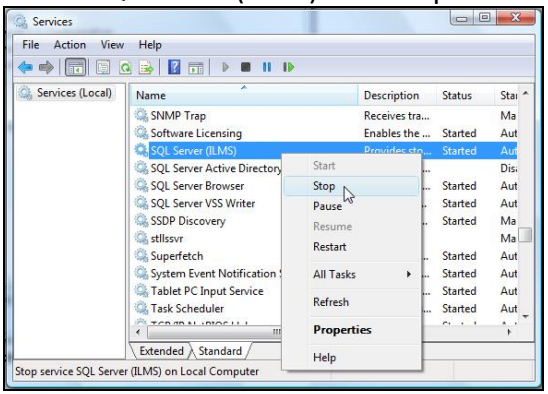


Figure 293. Stopping the SQL Server Service

- Create a Temporary Backup Repository directory structure
- Use today's date in the folder name

- Create sub-folders for Configuration Files, Database Files and License Files

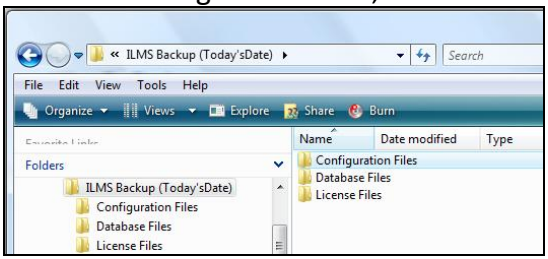


Figure 294. Creating Subfolders for the Backup Files

Note: A good idea is to put the data in a file or folder name in the form YYYYMMDD. This way if you have a number of similar files/folder ending with this date format, they will automatically list in chronological order. i.e. "ILMS Backup 20101225"

- Navigate to C:\Program Files\Microsoft SQL Server\MSSQL.1\MSSQL\Data
- Select and Copy these files
  - IluminarAdminDatabase.mdf
  - IluminarAdminDatabase_log.LDF
  - IluminarStudentDatabase.mdf
  - IluminarStudentDatabase_log.LDF

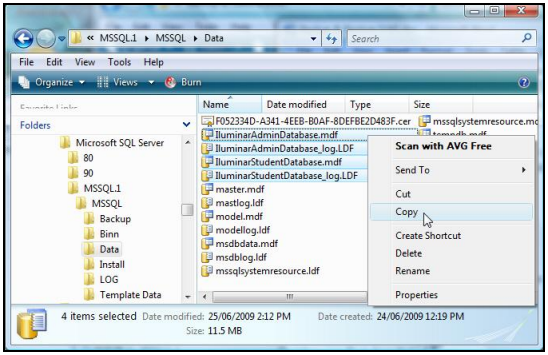


Figure 295. Locating the Files You Need to Copy

- Paste to C:\ILMS Backup (Today'sDate)\Database Files

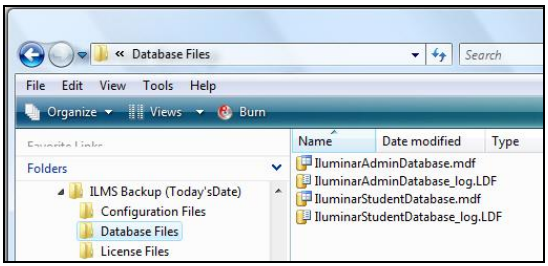


Figure 296. Saving the Backup Files

Backup Installed Courses

You likely have a lot of courses installed. If you installed courses to the default location they will all be under the ILMSShare2 folder on your hard drive. You'll want to copy (not move) these to your backup folder.

- Copy the entire C:\ILMSShare2 folder and all sub directories to C:\ILMS Backup (Today'sDate)

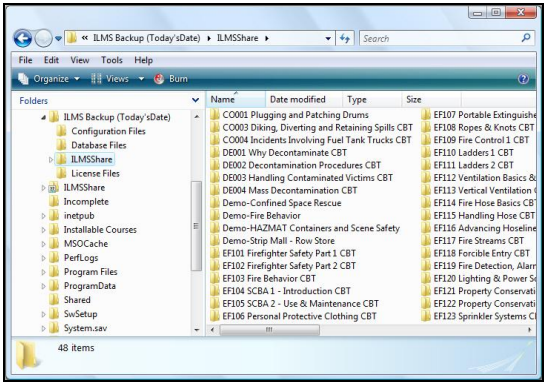


Figure 297. Saving a Backup of the Installed Courses

Note: The ILMSShare2 directory includes your installed courses as well as the instances. This may be a large amount of data and the copying process can take a while. Your repository will get quite large.

Backup Configuration Files

- Navigate to C:\Documents and Settings\All Users\Application Data\Iluminar Technologies\ILMS and copy these files to your Configuration Files folder. This includes all of the files and folders stored in the folder named above.

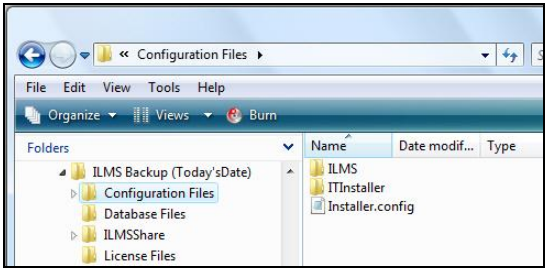


Figure 298. Locating the Configuration Files

Backup License Files

You can find your current version of the license file at "C:\Program Files\Iluminar Technologies\ITLicenseManager\ITLicenseService\Licenses\activated licenses.lic" on the computer running the Iluminar License Manager. You need to copy this file into your backup folder.

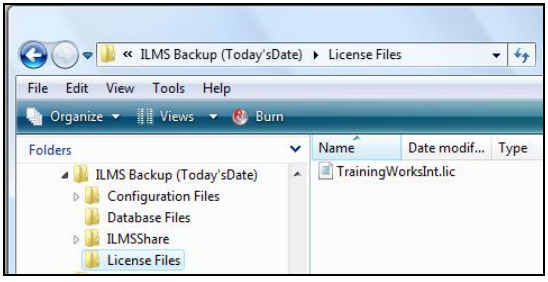


Figure 299. Location to Store License File Backup

You can now restart your SQL Service

Open Control Panel\Administrative Tools\Services

Right mouse-click on SQL Server (ILMS) and 'Start' the service

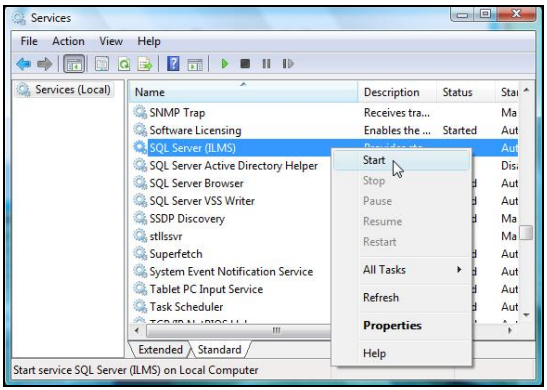


Figure 300. Restarting the SQL Server Service

The Backup

You now have all the important ILMS files and folders compiled in your backup repository. It is a good idea to have your backup repository somewhere other than the computer(s) on which the original data resides. If you upgrade a computer or server or lose one due to a hardware failure or damage, you can restore the ILMS on your new computer or server. Some policies even dictate that the backups be kept off-site.

Backup media can be:

- Other disk drives
- Other computers
- CDs or DVDs
- Tape drives
- Flash drives
- Any other media

It's really up to you and your situation. Just be mindful of the size of your repository and copy or burn your Backup Repository to whichever media makes sense for you.

Restoring Your Backup

In the event that it ever becomes necessary to restore your system, you will need all of the information you used to create your most recent backup of the ILMS.

On your new server, install the ILMS. Before starting AdministrateIT or LearnIT, you will need to perform the following tasks.

Restore Database

After installing a fresh version of the ILMS you will see that new database files have been created. You will be copying over these files.

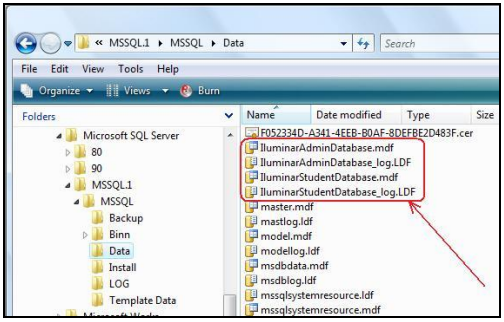


Figure 301. Database Files that Will be Overwritten

Open Control Panel\Administrative Tools\Services

Right mouse-click on SQL Server (ILMS) and 'Stop' the service

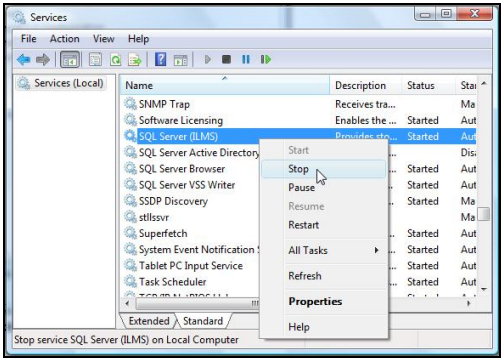


Figure 302. Stopping the SQL Server Service

Your backed up Repository folder might be on another hard drive or computer or on DVD or whatever other media you used. Go to your Backup Repository folder to retrieve the files you need.

Copy the database files from the Database Files folder.

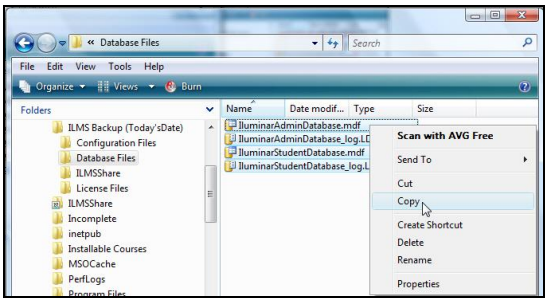


Figure 303. Copying the ILMS Database Backups

- Navigate to C:\Program Files\Microsoft SQL Server\MSSQL.1\MSSQL\Data and paste the backed up files directly over the new database files.

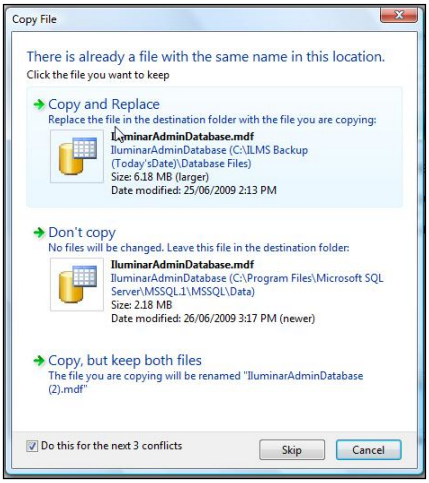

Copy File
There is already a file with the same name in this location.
Click the file you want to keep
Copy and Replace
Replace the file in the destination folder with the file you are copying:
IluminarAdminDatabase.mdf
IluminarAdminDatabase (C:\ILMS Backup (Today'sDate)\Database Files)
Size: 6.18 MB (larger)
Date modified: 25/06/2009 2:13 PM
Don't copy
No files will be changed. Leave this file in the destination folder:
IluminarAdminDatabase.mdf
IluminarAdminDatabase (C:\Program Files\Microsoft SQL Server\MSSQL.1\MSSQL\Data)
Size: 2.18 MB
Date modified: 26/06/2009 3:17 PM (newer)
Copy, but keep both files
The file you are copying will be renamed "IluminarAdminDatabase (2).mdf"
Do this for the next 3 conflicts
Skip
Cancel

Figure 304. Choose Copy and Replace

Restore Installed Courses

Note: The ILMSShare2 folder is a shared folder. To protect the permissions as installed by ILMS, don't delete this folder. Instead copy the backup files into this folder.

Don’t copy the folder itself, but copy the contents (all sub-folders) from “C:\ILMS Backup (Today'sDate)\ILMSShare2” into “C:\ILMSShare2”.

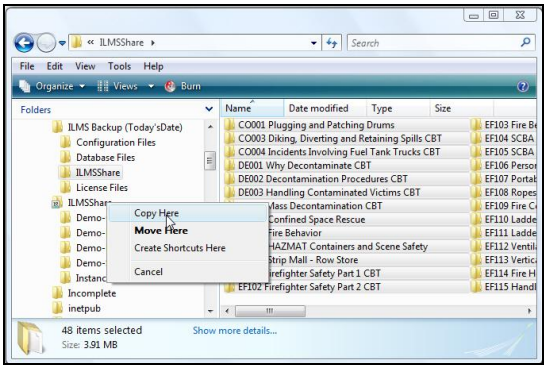


Figure 305. Copying Course Content Backup

Note: The ILMSShare2 folder includes your backed up courses as well as the instances. Chances are this amounts to a lot of data and the copying process can take a while.

Restore Configuration Files

Copy the files from “C:\ILMS Backup (Today'sDate)\Configuration Files”

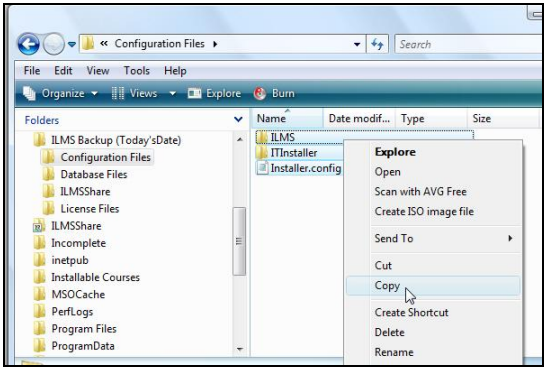


Figure 306. Location of Backed up Configuration Files

Copy over (replace) the files in “C:\Documents and Settings\All Users\Application Data\Iluminar Technologies”

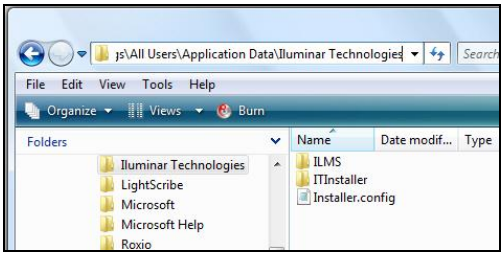


Figure 307. Destination for Backup Up Configuration Files

Install License Files

Open your web browser and go to
http://localhost/ITLicenseManager/default.aspx

Install your license file from the backup up license file location by choosing the ActivateIT menu item in the License Manager and choosing the “Install” menu item.

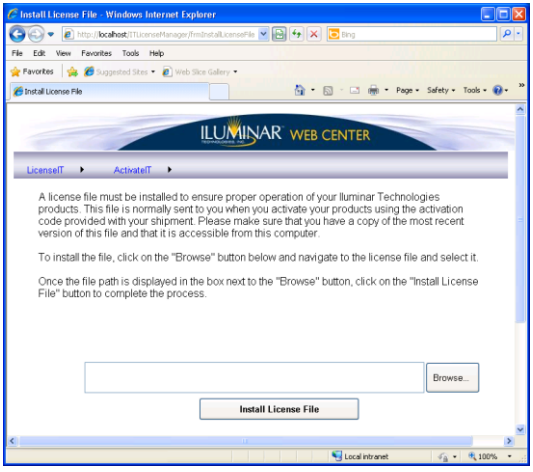

Install License File - Windows Internet Explorer
ILUMINAR WEB CENTER
LicenseIT
ActivateIT
A license file must be installed to ensure proper operation of your Iluminar Technologies products. This file is normally sent to you when you activate your products using the activation code provided with your shipment. Please make sure that you have a copy of the most recent version of this file and that it is accessible from this computer.
To install the file, click on the "Browse" button below and navigate to the license file and select it.
Once the file path is displayed in the box next to the "Browse" button, click on the "Install License File" button to complete the process.
Browse...
Install License File

Figure 308. Installing the Backup License File

Reboot your server/computer and then open AdministrateIT to verify that your restore worked and all your data is sound.

Chapter 25 – ILMS Database Conversion

25

Introduction

With the release of ILMS 2.x, a facility for migrating customer data from ILMS 1.x is provided to protect an organization's investment and the results produced by their training efforts. The database converter will help ILMS administrators locate and translate existing ILMS databases to work with the new ILMS 2.x databases.

Conversion Characteristics

The process of converting your ILMS 1.x database does not overwrite the original database so the original data remains intact.

The database converter is only intended to convert ILMS 1.x databases to ILMS 2.x databases.

The database converter records and tracks information regarding the databases it has converted and reports that information to users to help prevent repeated conversion of the same data.

The database converter will not permit writing of converted data over an existing database. You will need to create a new database for the converted data.

Converting an ILMS 1.x database to ILMS 2.x

The following steps outline the procedure to convert your ILMS 1.x database to an ILMS 2.x compliant database.

Note: Close AdministrateIT and any other Iluminar Technology applications before converting the database.

1. In AdministrateIT, select the menu item Import/Export > Convert ILMS 1.x Database.

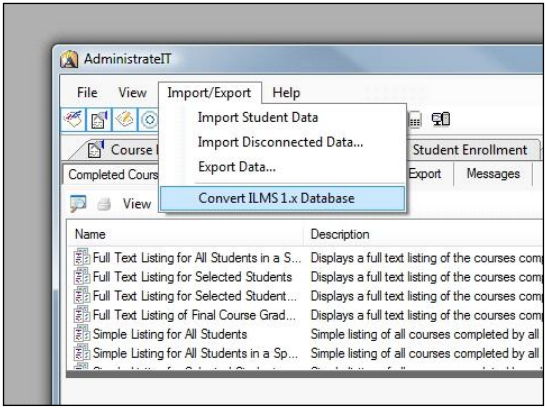

AdministrateIT
File
View
Import/Export
Help
Import Student Data
Import Disconnected Data...
Export Data...
Convert ILMS 1.x Database
Student Enrollment
Export
Messages
View
Name
Description
Full Text Listing for All Students in a S...
Displays a full text listing of the courses com
Full Text Listing for Selected Students
Displays a full text listing of the courses com
Full Text Listing for Selected Student...
Displays a full text listing of the courses com
Full Text Listing of Final Course Grad...
Displays a full text listing of the courses com
Simple Listing for All Students
Simple listing of all courses completed by all
Simple Listing for All Students in a Sp...
Simple listing of all courses completed by all

Figure 309. Select Convert ILMS 1.x Database

2. The ILMS database conversion wizard will open. Click [Next] to continue.

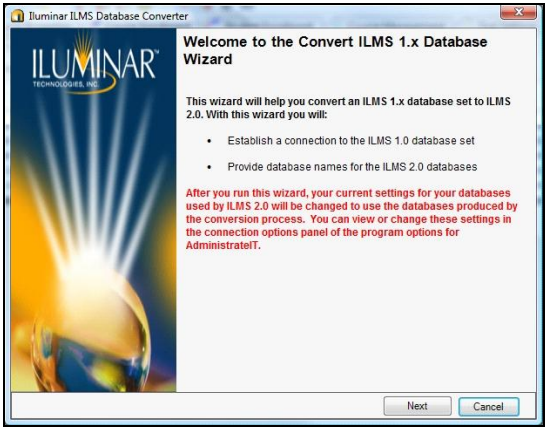

Iluminar ILMS Database Converter
ILUMINAR
TECHNOLOGIES, INC.
Welcome to the Convert ILMS 1.x Database Wizard
This wizard will help you convert an ILMS 1.x database set to ILMS 2.0. With this wizard you will:
Establish a connection to the ILMS 1.0 database set
Provide database names for the ILMS 2.0 databases
After you run this wizard, your current settings for your databases used by ILMS 2.0 will be changed to use the databases produced by the conversion process. You can view or change these settings in the connection options panel of the program options for AdministrateIT.
Next
Cancel

Figure 310. Database Conversion Wizard Start

3. Now you need to identify the existing ILMS 1.x database to be converted. This is called the Source Database.

   Information required:

   - SQL Server name (Running SQL or MSDE)
   - Authentication particulars
   - Database to convert

[Test Connection] to validate your connectivity before proceeding.

When ready click [Next] to continue.

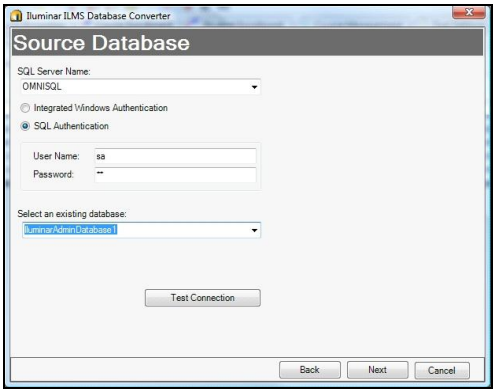


Figure 311. Set the Source 1.x Database Properties

4. Now to identify the new ILMS 2.x database. For this destination database you'll need to provide:

   - SQL Server name (Running SQL for ILMS 2.x)
   - Authentication particulars
   - New database names for Admin and Student databases

[Test Connection] to validate your connectivity before proceeding.

When ready click [Next] to continue.

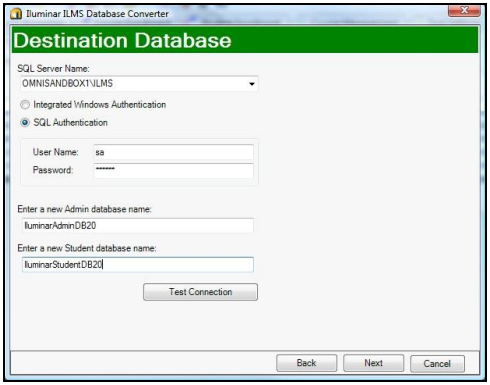


Figure 312. Set the Destination Database Properties

5. An informational window is presented before the actual conversion. Click [Next] to continue.

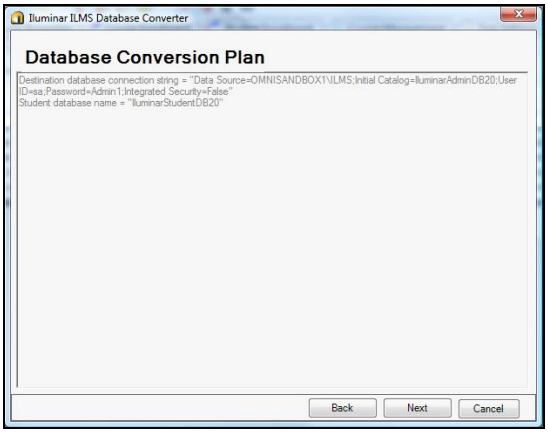


Figure 313. Database Conversion Plan

6. The conversion will now begin and you'll see the progress bar.

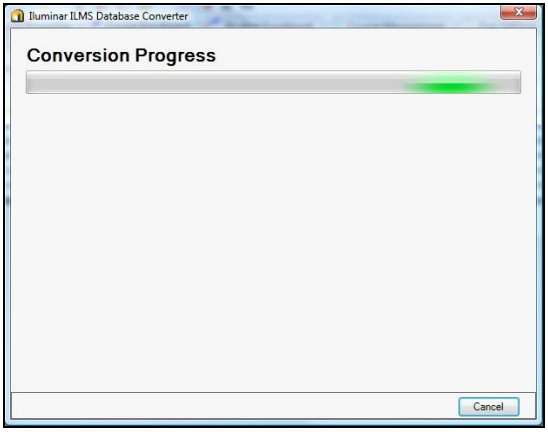
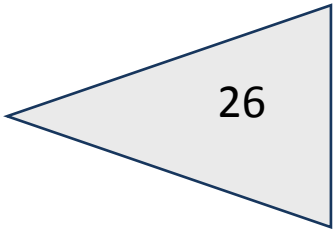


Figure 314. Conversion Progress

7. After the conversion is completed, the application will exit and you will need to restart AdministrateIT.

Chapter 26 - Troubleshooting



Troubleshooting your Login

If you are attempting to log into the system, and your login is failing, there are a few things to troubleshoot:

- Do you have an account to log into the system?

  If you have not yet created an account, you can't log into the system. Follow the procedure to create your student ID and password. See "Creating a New Student" (Chapter 16, page 174).

- Is the Caps Lock key turned on?

  Ensure that the Caps Lock key is not turned on, and that you have correctly entered both your student ID and password. Ensure that you enter these exactly as you registered. Both the user name and the password are case-sensitive.

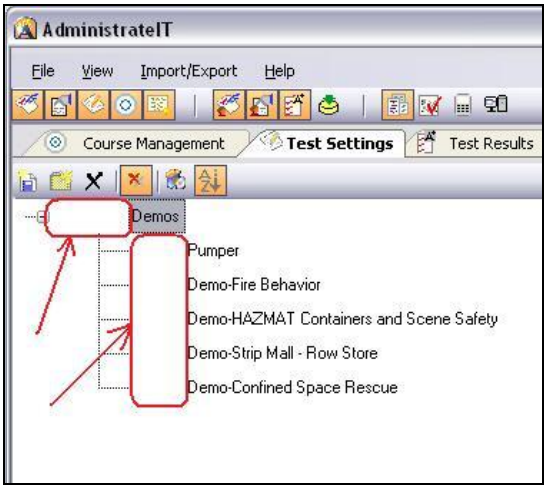
- Have you logged in before?

  If you have not logged into the system before, and your login is failing, it is possible that the system cannot contact the server. If this is the case, contact your system administrator and have them troubleshoot the connection.

Missing Icons

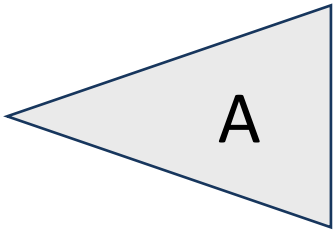
There is a known, well documented, Microsoft issue that can sometimes cause your icons to disappear within tree structures in AdministrateIT. This issue only occurs when running AdministrateIT on Windows XP.

Here is an example of the issue. There should be icons visible where the red circles are instead of white space.



Because this is a Microsoft issue on an older operating system, there is little we can do to fix the problem.

Appendix A – Your Configuration Information



*** This Appendix A should be printed and stored in a safe place. Be sure to protect the integrity of passwords and other sensitive information.

Information collected during ILMS Service Installation

ILMS share information

Share name	
Path	

SQL Server Instance information

Local SQL Server Instance Name	
SQL Administrator password	

SQL Server Database information

Admin Database name	
Student Database name	
SQL Admin Username	
SQL Admin Password	

Your Configuration Information

Port Number	

Information collected during AdministrateIT Configuration

ILMS administrator account

Username	
Password	

Course installation source (If courses not installed from CD/DVD drive)

Path for stored courses	

Course installation destination

Path for installed courses	

Student tracking database

Student tracking database name	

LearnIT license key:

Information collected during LearnIT installation

Destination folder location

Path for LearnIT	

Information collected during disconnected student process

Disconnected configuration information

On-Site Administrators

Username	Password

Machines

Location/Machine Name	Machine ID

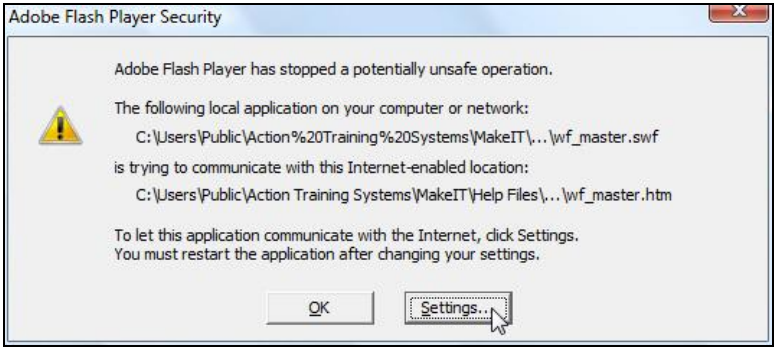
Appendix B – Utilizing Flash Help

B

AdministrateIT & LearnIT Flash Help

The AdministrateIT and LearnIT Help features utilizes Flash technology through your web browser. If you don't have Flash installed, you will still be able to access all the AdministrateIT and LearnIT Help content.

1. The first time you access AdministrateIT or LearnIT Help you may receive a security pop-up window like this. Click [Settings…].

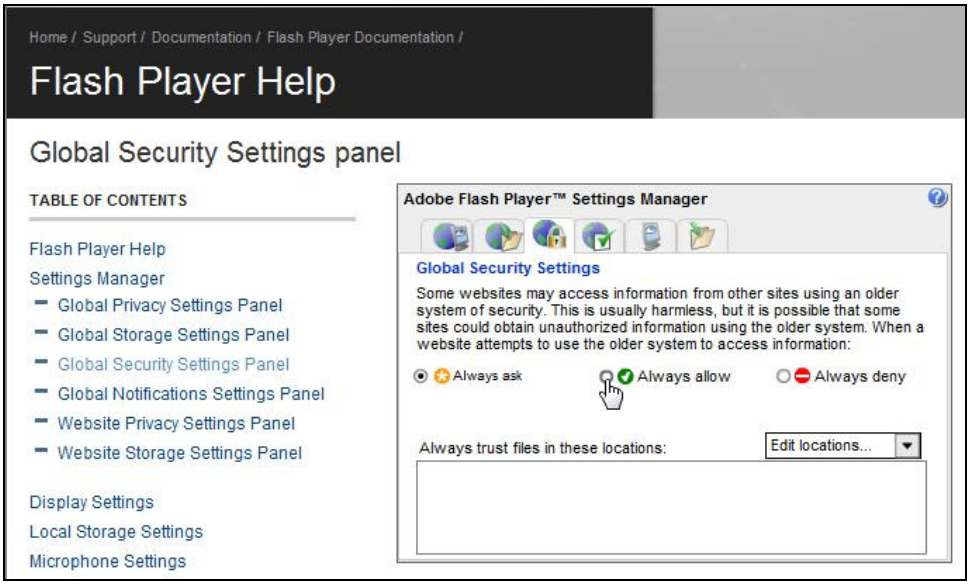

Adobe Flash Player Security
Adobe Flash Player has stopped a potentially unsafe operation.
The following local application on your computer or network:
C:\Users\Public\Action%20Training%20Systems\MakeIT\...\wf_master.swf
is trying to communicate with this Internet-enabled location:
C:\Users\Public\Action Training Systems\MakeIT\Help Files\...\wf_master.htm
To let this application communicate with the Internet, click Settings.
You must restart the application after changing your settings.
OK
Settings...

Your browser will take you to this address:

http://www.macromedia.com/support/documentation/en/flashplayer/help/settings_manager04.html

2. You will see the Adobe Flash Player Settings Manager and you'll notice that the "Always Ask" radio button is active by default.

Click on the “Always allow” radio button.


Home / Support / Documentation / Flash Player Documentation /
Flash Player Help
Global Security Settings panel
TABLE OF CONTENTS
Flash Player Help
Settings Manager
Global Privacy Settings Panel
Global Storage Settings Panel
Global Security Settings Panel
Global Notifications Settings Panel
Website Privacy Settings Panel
Website Storage Settings Panel
Display Settings
Local Storage Settings
Microphone Settings
Adobe Flash Player™ Settings Manager
Global Security Settings
Some websites may access information from other sites using an older system of security. This is usually harmless, but it is possible that some sites could obtain unauthorized information using the older system. When a website attempts to use the older system to access information:
Always ask
Always allow
Always deny
Always trust files in these locations:
Edit locations...

3. Then close your browser to update your Flash Settings.

4. Open AdministrateIT or LearnIT Help again you should see an improvement in the formatting and functionality of the displayed help information.

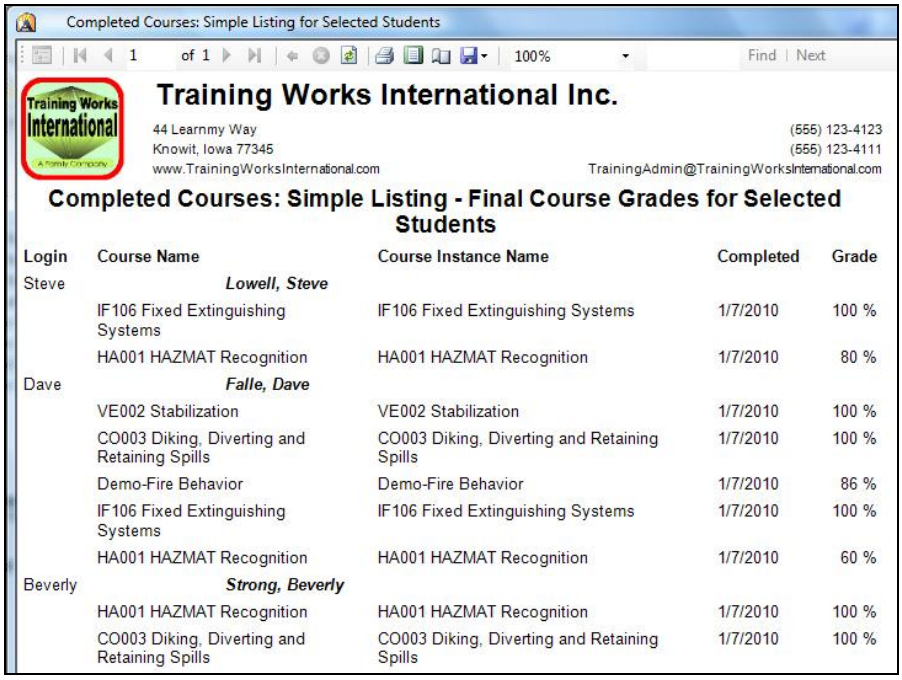
Appendix C – Sample Reports

C

AdministrateIT has a powerful reporting feature that offers useful information in a number of listing formats.

Simple Listing:

Reports on information pertaining to courses and students can be displayed in a simple listing format. Simple listings provide a high-level view of the information requested without being overly detailed.



Completed Courses: Simple Listing for Selected Students

1 of 1 100% Find | Next

Training Works International Inc.

44 Learnmy Way
Knowit, Iowa 77345
www.TrainingWorksInternational.com

(555) 123-4123
(555) 123-4111
TrainingAdmin@TrainingWorksInternational.com

Completed Courses: Simple Listing - Final Course Grades for Selected Students

Login	Course Name	Course Instance Name	Completed	Grade
Steve	***Lowell, Steve***			
	IF106 Fixed Extinguishing Systems	IF106 Fixed Extinguishing Systems	1/7/2010	100 %
	HA001 HAZMAT Recognition	HA001 HAZMAT Recognition	1/7/2010	80 %
Dave	***Falle, Dave***			
	VE002 Stabilization	VE002 Stabilization	1/7/2010	100 %
	CO003 Diking, Diverting and Retaining Spills	CO003 Diking, Diverting and Retaining Spills	1/7/2010	100 %
	Demo-Fire Behavior	Demo-Fire Behavior	1/7/2010	86 %
	IF106 Fixed Extinguishing Systems	IF106 Fixed Extinguishing Systems	1/7/2010	100 %
	HA001 HAZMAT Recognition	HA001 HAZMAT Recognition	1/7/2010	60 %
Beverly	***Strong, Beverly***			
	HA001 HAZMAT Recognition	HA001 HAZMAT Recognition	1/7/2010	100 %
	CO003 Diking, Diverting and Retaining Spills	CO003 Diking, Diverting and Retaining Spills	1/7/2010	100 %

Figure 315 - Example of Simple Listing Format

Detailed Listing:

Reports on information pertaining to courses and students can be displayed in a detailed listing format. Detailed listings provide a high-level view of the information requested along with specific low-level details.

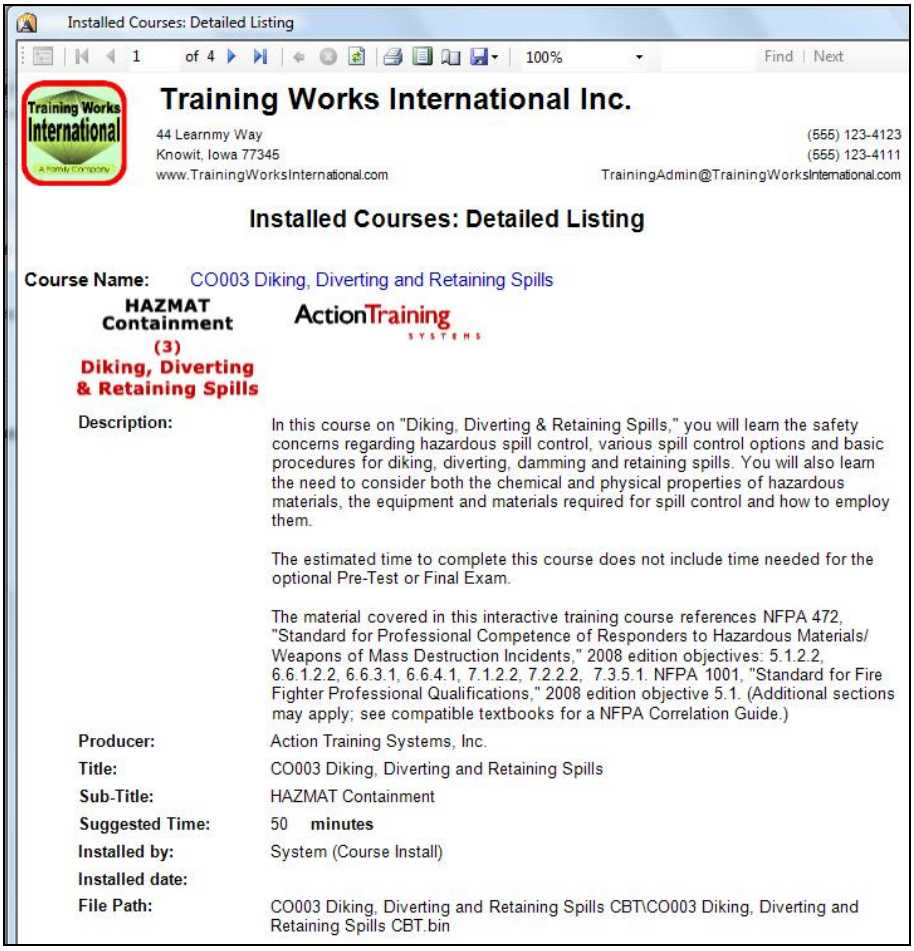
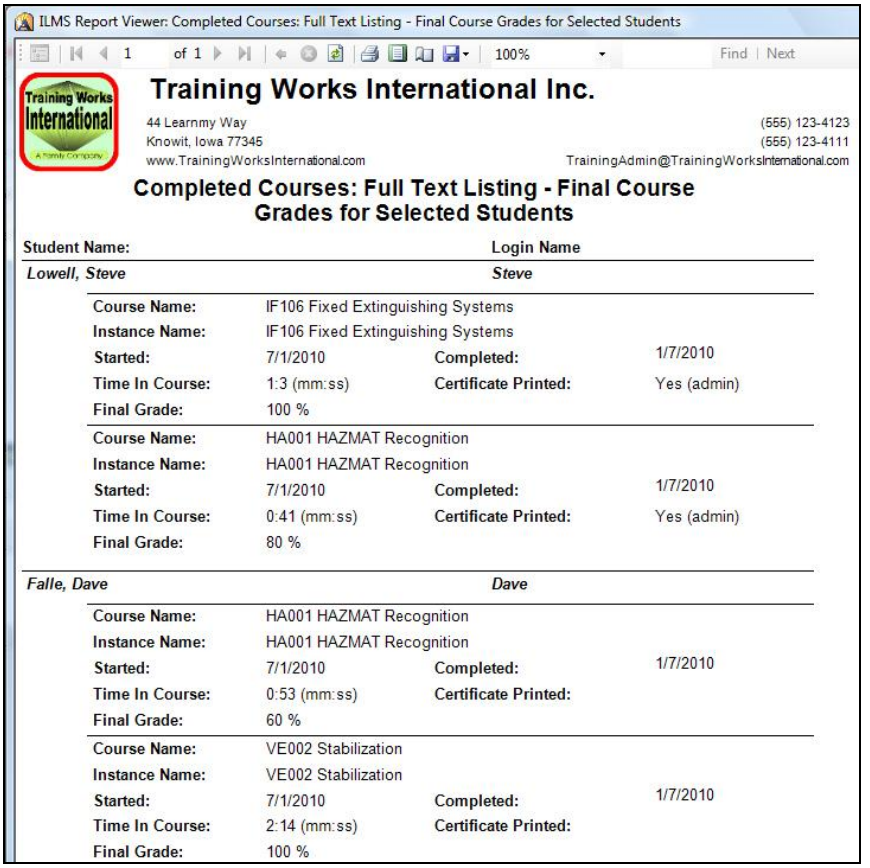

Installed Courses: Detailed Listing
1 of 4
100%
Find | Next
Training Works International Inc.
44 Learnmy Way
Knowit, Iowa 77345
www.TrainingWorksInternational.com
(555) 123-4123
(555) 123-4111
TrainingAdmin@TrainingWorksInternational.com
Installed Courses: Detailed Listing
Course Name: CO003 Diking, Diverting and Retaining Spills
HAZMAT Containment
(3)
Diking, Diverting & Retaining Spills
ActionTraining SYSTEMS
Description:
In this course on "Diking, Diverting & Retaining Spills," you will learn the safety concerns regarding hazardous spill control, various spill control options and basic procedures for diking, diverting, damming and retaining spills. You will also learn the need to consider both the chemical and physical properties of hazardous materials, the equipment and materials required for spill control and how to employ them.
The estimated time to complete this course does not include time needed for the optional Pre-Test or Final Exam.
The material covered in this interactive training course references NFPA 472, "Standard for Professional Competence of Responders to Hazardous Materials/ Weapons of Mass Destruction Incidents," 2008 edition objectives: 5.1.2.2, 6.6.1.2.2, 6.6.3.1, 6.6.4.1, 7.1.2.2, 7.2.2.2, 7.3.5.1. NFPA 1001, "Standard for Fire Fighter Professional Qualifications," 2008 edition objective 5.1. (Additional sections may apply; see compatible textbooks for a NFPA Correlation Guide.)
Producer: Action Training Systems, Inc.
Title: CO003 Diking, Diverting and Retaining Spills
Sub-Title: HAZMAT Containment
Suggested Time: 50 minutes
Installed by: System (Course Install)
Installed date:
File Path: CO003 Diking, Diverting and Retaining Spills CBT\CO003 Diking, Diverting and Retaining Spills CBT.bin

Figure 316 - Example of Detailed Listing

Full Text Listing;

Full text listings are a cross between simple and detailed listing formats. The report displays more details than a simple listing would without drilling down to the lowest level of detail.



ILMS Report Viewer: Completed Courses: Full Text Listing - Final Course Grades for Selected Students

1 of 1 100% Find | Next

Training Works International Inc.

44 Learnmy Way
Knowit, Iowa 77345
www.TrainingWorksInternational.com

(555) 123-4123
(555) 123-4111
TrainingAdmin@TrainingWorksInternational.com

Completed Courses: Full Text Listing - Final Course Grades for Selected Students

Student Name:			Login Name
Lowell, Steve			*Steve*
Course Name:	IF106 Fixed Extinguishing Systems		
Instance Name:	IF106 Fixed Extinguishing Systems		
Started:	7/1/2010	**Completed:**	1/7/2010
Time In Course:	1:3 (mm:ss)	**Certificate Printed:**	Yes (admin)
Final Grade:	100 %		
Course Name:	HA001 HAZMAT Recognition		
Instance Name:	HA001 HAZMAT Recognition		
Started:	7/1/2010	**Completed:**	1/7/2010
Time In Course:	0:41 (mm:ss)	**Certificate Printed:**	Yes (admin)
Final Grade:	80 %		
Falle, Dave			*Dave*
Course Name:	HA001 HAZMAT Recognition		
Instance Name:	HA001 HAZMAT Recognition		
Started:	7/1/2010	**Completed:**	1/7/2010
Time In Course:	0:53 (mm:ss)	**Certificate Printed:**	
Final Grade:	60 %		
Course Name:	VE002 Stabilization		
Instance Name:	VE002 Stabilization		
Started:	7/1/2010	**Completed:**	1/7/2010
Time In Course:	2:14 (mm:ss)	**Certificate Printed:**	
Final Grade:	100 %		

Figure 317 - Example of Full Text Listing

Seven Areas of Reporting

Generating reports in AdministrateIT breaks down into seven areas of information.

Completed Courses

The Completed Courses area allows the creation of reports pertaining to courses that have been completed. Partially completed courses will not be listed.

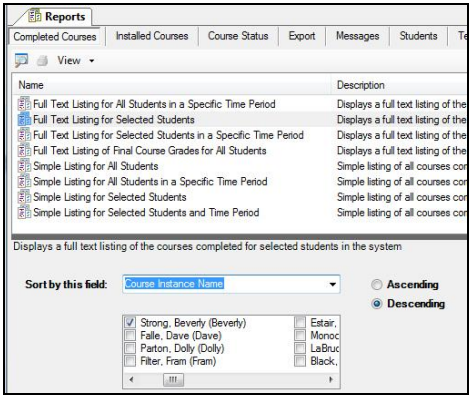

Reports
Completed Courses
Installed Courses
Course Status
Export
Messages
Students
View
Name
Description
Full Text Listing for All Students in a Specific Time Period
Full Text Listing for Selected Students
Full Text Listing for Selected Students in a Specific Time Period
Full Text Listing of Final Course Grades for All Students
Simple Listing for All Students
Simple Listing for All Students in a Specific Time Period
Simple Listing for Selected Students
Simple Listing for Selected Students and Time Period
Displays a full text listing of the courses completed for selected students in the system
Sort by this field:
Course Instance Name
Ascending
Descending
Strong, Beverly (Beverly)
Falle, Dave (Dave)
Parton, Dolly (Dolly)
Filter, Fram (Fram)

Figure 318 - Generating Completed Courses Report

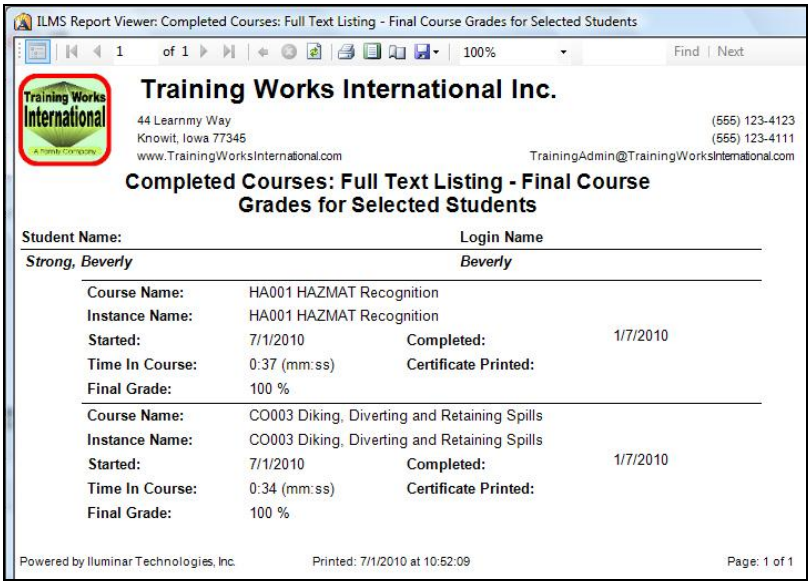

ILMS Report Viewer: Completed Courses: Full Text Listing - Final Course Grades for Selected Students
Training Works International Inc.
44 Learnmy Way
Knowit, Iowa 77345
www.TrainingWorksInternational.com
(555) 123-4123
(555) 123-4111
TrainingAdmin@TrainingWorksInternational.com
Completed Courses: Full Text Listing - Final Course Grades for Selected Students
Student Name:
Login Name
Strong, Beverly
Beverly
Course Name: HA001 HAZMAT Recognition
Instance Name: HA001 HAZMAT Recognition
Started: 7/1/2010
Completed: 1/7/2010
Time In Course: 0:37 (mm:ss)
Certificate Printed:
Final Grade: 100 %
Course Name: CO003 Diking, Diverting and Retaining Spills
Instance Name: CO003 Diking, Diverting and Retaining Spills
Started: 7/1/2010
Completed: 1/7/2010
Time In Course: 0:34 (mm:ss)
Certificate Printed:
Final Grade: 100 %
Powered by Illuminar Technologies, Inc.
Printed: 7/1/2010 at 10:52:09
Page: 1 of 1

Figure 319 - Completed Courses Report

Installed Courses

The Installed Courses area allows the creation of reports pertaining to courses that have been installed.

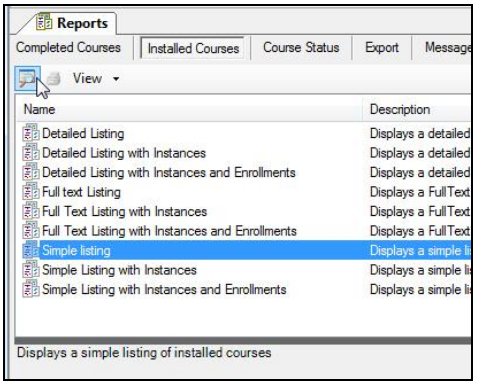


Figure 320 - Generating Installed Courses Report

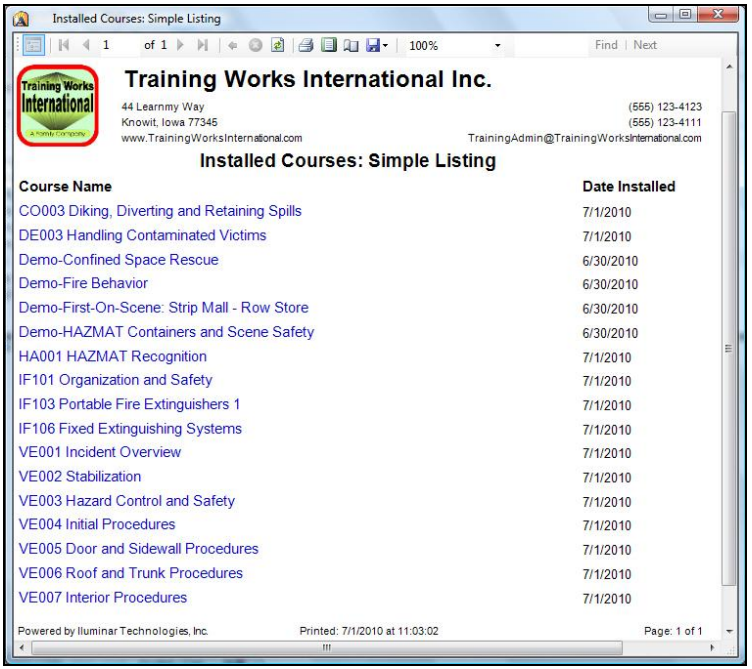


Figure 321 - Installed Courses Report

Course Status

The Courses Status area allows the creation of reports pertaining to the correlation of courses and students.

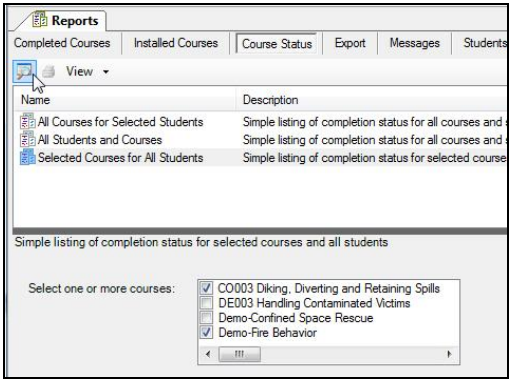


Figure 322 - Generating Course Status Report

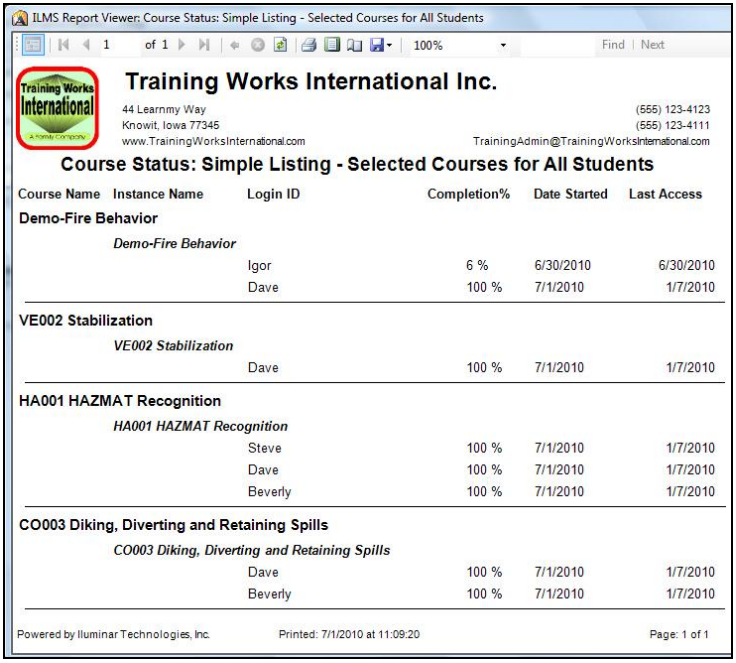


Figure 323 - Course Status Report

Exports

The Exports area provides the ability to extract information from the database and wrap it in common file formats that are useful to many other common applications.

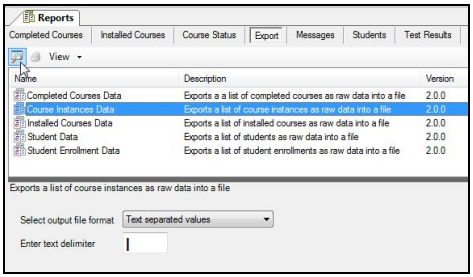


Figure 324 - Export Course Instance Data

In its raw form the data may not look like much.

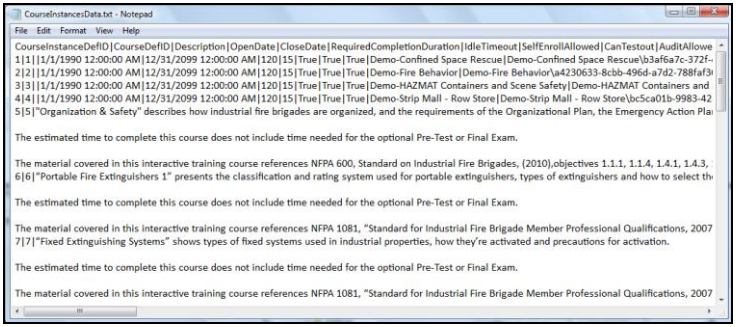

CourseInstancesData.txt - Notepad
File Edit Format View Help
CourseInstanceDefID|CourseDefID|Description|OpenDate|CloseDate|RequiredCompletionDuration|IdleTimeout|SelfEnrollAllowed|CanTestout|AuditAllowe
1|1||1/1/1990 12:00:00 AM|12/31/2099 12:00:00 AM|120|15|True|True|True|Demo-Confined Space Rescue|Demo-Confined Space Rescue\b3af6a7c-372f-
2|2||1/1/1990 12:00:00 AM|12/31/2099 12:00:00 AM|120|15|True|True|True|Demo-Fire Behavior|Demo-Fire Behavior\a4230633-8cbb-496d-a7d2-788faf3
3|3||1/1/1990 12:00:00 AM|12/31/2099 12:00:00 AM|120|15|True|True|True|Demo-HAZMAT Containers and Scene Safety|Demo-HAZMAT Containers and
4|4||1/1/1990 12:00:00 AM|12/31/2099 12:00:00 AM|120|15|True|True|True|Demo-Strip Mall - Row Store|Demo-Strip Mall - Row Store\bc5ca01b-9983-42
5|5|"Organization & Safety" describes how industrial fire brigades are organized, and the requirements of the Organizational Plan, the Emergency Action Pla
The estimated time to complete this course does not include time needed for the optional Pre-Test or Final Exam.
The material covered in this interactive training course references NFPA 600, Standard on Industrial Fire Brigades, (2010),objectives 1.1.1, 1.1.4, 1.4.1, 1.4.3,
6|6|"Portable Fire Extinguishers 1" presents the classification and rating system used for portable extinguishers, types of extinguishers and how to select th
The estimated time to complete this course does not include time needed for the optional Pre-Test or Final Exam.
The material covered in this interactive training course references NFPA 1081, "Standard for Industrial Fire Brigade Member Professional Qualifications, 2007
7|7|"Fixed Extinguishing Systems" shows types of fixed systems used in industrial properties, how they're activated and precautions for activation.
The estimated time to complete this course does not include time needed for the optional Pre-Test or Final Exam.
The material covered in this interactive training course references NFPA 1081, "Standard for Industrial Fire Brigade Member Professional Qualifications, 2007

Figure 325 - Raw Data in Notepad

The exported data can be used in other programs such as Microsoft Excel®.

	A	B	D	E	F	G	H	I	J	K	L	M
1	Course Instance DefID	Course DefID	Required Completion Duration	Idle Timeout	Self Enroll Allowed	Can Testout	Audit Allowed	Name	Course Instance Path	Path	Created By	Created Date
2	1	1	120	15	TRUE	TRUE	TRUE	Demo-Confined Spac	Demo-Confined Space	0fc4e7ae-3bd4-4262-	admin	6/30/2010 20:01
3	2	2	120	15	TRUE	TRUE	TRUE	Demo-Fire Behavior	Demo-Fire Behavior\a4	0fc4e7ae-3bd4-4262-	admin	6/30/2010 20:01
4	3	3	120	15	TRUE	TRUE	TRUE	Demo-HAZMAT Cont	Demo-HAZMAT Contai	0fc4e7ae-3bd4-4262-	admin	6/30/2010 20:01
5	4	4	120	15	TRUE	TRUE	TRUE	Demo-Strip Mall - Ro	Demo-Strip Mall - Row	0fc4e7ae-3bd4-4262-	admin	6/30/2010 20:01

Figure 326 - Data Becomes Useful in Spreadsheet

Messages

Messages area provides the ability to report on the messages between administrators and students.

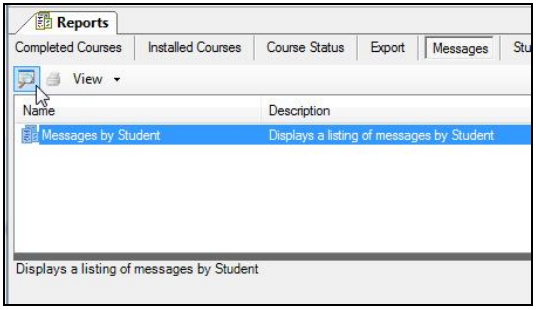


Figure 327 - Generating Messages Report

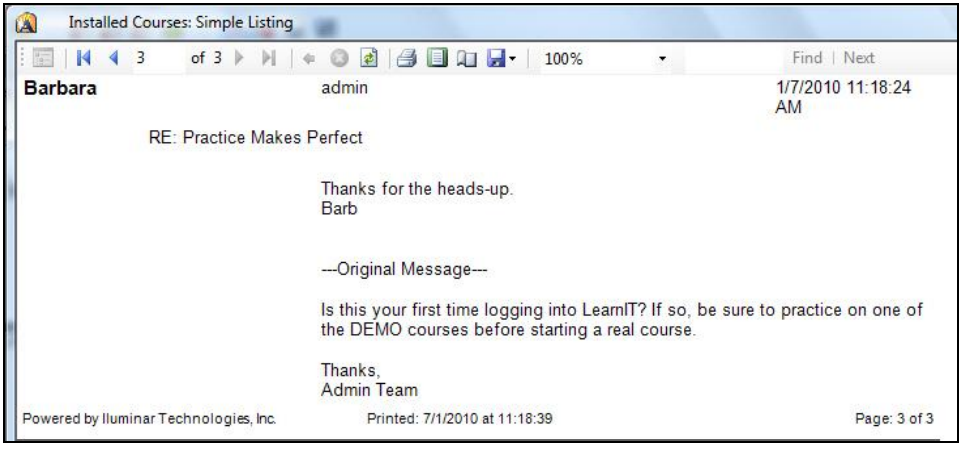

Installed Courses: Simple Listing
3 of 3
100%
Find | Next
Barbara
admin
1/7/2010 11:18:24 AM
RE: Practice Makes Perfect
Thanks for the heads-up.
Barb
---Original Message---
Is this your first time logging into LearnIT? If so, be sure to practice on one of the DEMO courses before starting a real course.
Thanks,
Admin Team
Powered by Iluminar Technologies, Inc.
Printed: 7/1/2010 at 11:18:39
Page: 3 of 3

Figure 328 - Messages Report

Students

The Students area allows the creation of reports pertaining to student activity.

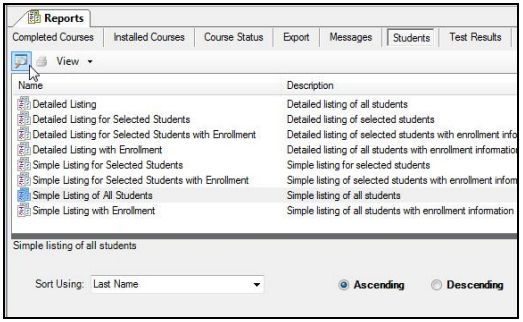


Figure 329 - Generating Students Report

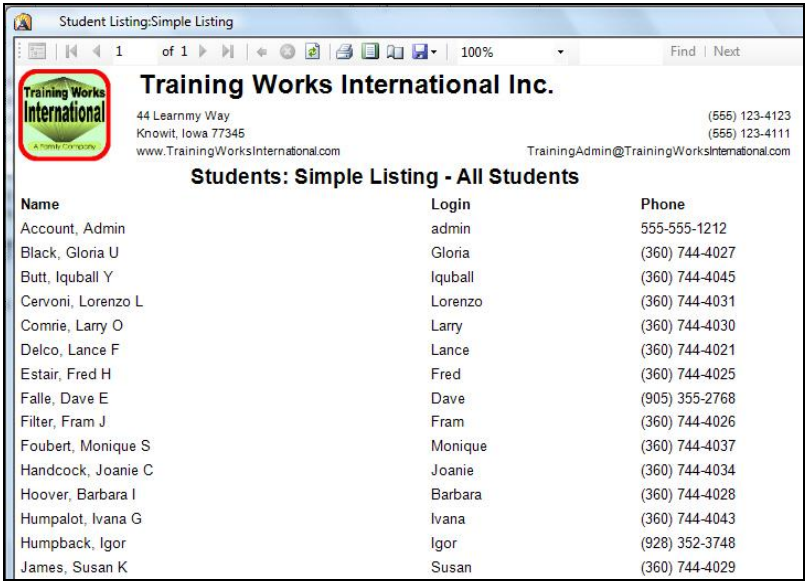


Figure 330 - Students Report

Test Results

The Test Results area allows the creation of reports pertaining to student test results.

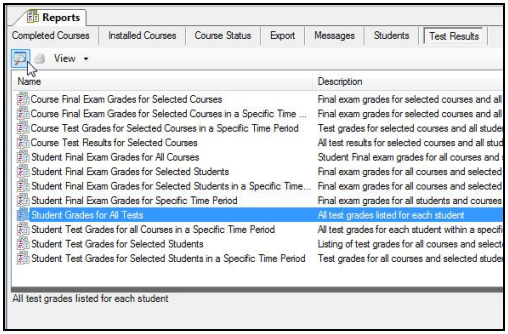

Reports
Completed Courses
Installed Courses
Course Status
Export
Messages
Students
Test Results
View
Name
Description
Course Final Exam Grades for Selected Courses
Final exam grades for selected courses and all
Course Final Exam Grades for Selected Courses in a Specific Time ...
Final exam grades for selected courses and all
Course Test Grades for Selected Courses in a Specific Time Period
Test grades for selected courses and all stude
Course Test Results for Selected Courses
All test results for selected courses and all stud
Student Final Exam Grades for All Courses
Student Final exam grades for all courses and
Student Final Exam Grades for Selected Students
Final exam grades for all courses and selected
Student Final Exam Grades for Selected Students in a Specific Time...
Final exam grades for all courses and selected
Student Final Exam Grades for Specific Time Period
Final exam grades for all students and courses
Student Grades for All Tests
All test grades listed for each student
Student Test Grades for all Courses in a Specific Time Period
All test grades for each student within a specifi
Student Test Grades for Selected Students
Listing of test grades for all courses and select
Student Test Grades for Selected Students in a Specific Time Period
Test grades for all courses and selected stude
All test grades listed for each student

Figure 331 - Generating Test Results Report

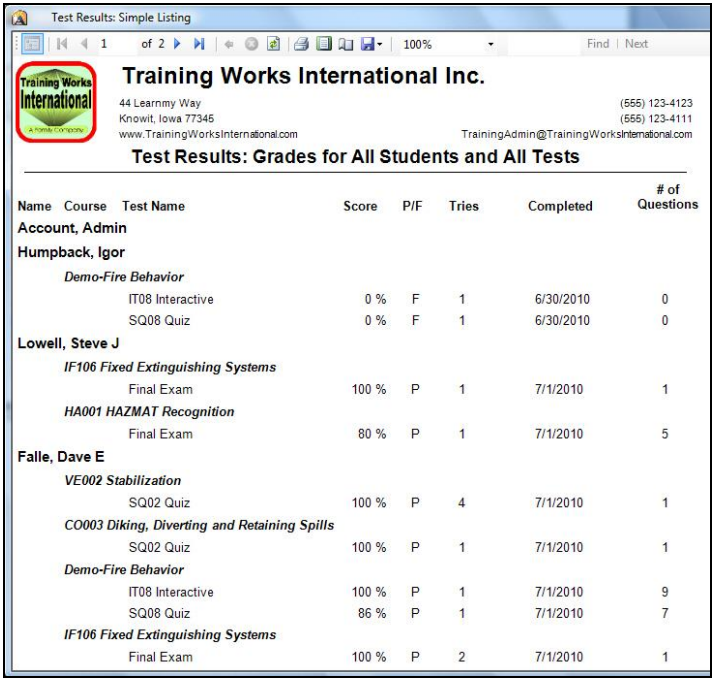

Test Results: Simple Listing
1 of 2
100%
Find | Next
Training Works International Inc.
44 Learnmy Way
Knowit, Iowa 77345
www.TrainingWorksInternational.com
(555) 123-4123
(555) 123-4111
TrainingAdmin@TrainingWorksInternational.com
Test Results: Grades for All Students and All Tests
Name Course Test Name Score P/F Tries Completed # of Questions
Account, Admin
Humpback, Igor
Demo-Fire Behavior
IT08 Interactive 0 % F 1 6/30/2010 0
SQ08 Quiz 0 % F 1 6/30/2010 0
Lowell, Steve J
IF106 Fixed Extinguishing Systems
Final Exam 100 % P 1 7/1/2010 1
HA001 HAZMAT Recognition
Final Exam 80 % P 1 7/1/2010 5
Falle, Dave E
VE002 Stabilization
SQ02 Quiz 100 % P 4 7/1/2010 1
CO003 Diking, Diverting and Retaining Spills
SQ02 Quiz 100 % P 1 7/1/2010 1
Demo-Fire Behavior
IT08 Interactive 100 % P 1 7/1/2010 9
SQ08 Quiz 86 % P 1 7/1/2010 7
IF106 Fixed Extinguishing Systems
Final Exam 100 % P 2 7/1/2010 1

Figure 332 - Test Results Report

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